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Ahmad Subaih

Saeed Al Mabrouk

Adel Al Hammami

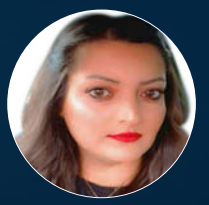
HR Expert Certification

August 2020

Adi Mazen

Rawan Nino

Zeena Al Natour



Sanaa Lubani

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Training Goals

HR Expert Certification

Learn the know-how of human resources management within the context of your organization goals and the new era of human resources experience in business that will reflect on HR strategies through a high-level learning module delivered by highly experienced professionals who share practical knowledge to engage you in a potentiating, vivid, and down to earth learning milieu.

HR Expert Certification distinguishes you as a professional expert in the HR field, with proven levels of skills and knowledge, backed by the competence necessary to mitigate risks and drive business results.

Earning a certificate that speaks volumes about you as an HR professional, about the entity you serve and about the staff who put their trust in you.

Increase your career prospects and earning potential. The opportunity is yours!

Register Now with BDO Academy to enroll in this course and become HR Expert Certified and get prepared for the CIPD Assessment.

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Table of Training for HR Expert Certification

No.	Core Modules	Trainer	Course Content	Learning Hours
1	HR as a Strategic Partner	Ahmad Subaih	Company Resources (Financial Resources (Money), Physical Resources (Assets), Human Resources (People). Types of companies (Services, Merchandising, Manufacturing). Definition of VMV (Vision, Mission, Values). Strategic Map and perspectives. Strategic Plan and objectives. HR Role as a strategic Partner.	12
2	Workforce planning	Adel Al Hammami	Workforce Planning. Job Design in the Digital Age.	12
3	Total Rewards	Saeed Al Mabrouk	Intro to Compensation & Benefits. Work-Life Effectiveness. Job Evaluation System and various methodologies. Total Rewards Strategy. Grading Structure and Salary Benchmark. Recognition. Pay-for-Performance Structures and Merit Matrix. Compensation & Benefits Analytics/ Data for Decision makers.	25
4	Organizational Development	Zeena Al Natour	Policies & Procedures. Job Descriptions and its reflection on Job Evaluation. Employee Engagement. Organization Structuring (Strategical and Operational). Onboarding & Offboarding. Organizational Culture. Workplace Conflicts & Resolution.	20
5	Performance Management	Ahmad Subaih	Performance Management Strategies. Appraisals (Performance Reviews). Performance Measurements. Goal Setting, Feedback & Balanced Score Card. Performance Development Plan. Employee Retention. Capacity Building. Competencies Evaluation versus Performance.	25

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No.	Core Modules	Trainer	Course Content	Learning Hours
6	Career Development	**Adi Mazen**	▸ HRM Competency Based. ▸ Career Path. ▸ Succession Planning.	15
7	HR Analytics	**Adel Al Hammami**	▸ HR Analytics. ▸ HR Data as a tool for Decision Makers.	12
8	Creativity & Innovation	**Rawan Nino**	▸ Definition of creativity and innovation and how they complement each other. ▸ Main steps of creativity and innovation process. ▸ Importance of creativity and innovation for companies. ▸ How can companies stimulate innovation and creativity. ▸ Importance of diversity and inclusion policies in emphasizing creativity and innovation. ▸ Individual VS group creativity and innovation.	12
9	Talent Management & Staffing	**Saeed Al Mabrouk**	▸ Hiring Best Employees Strategy/ Planning/ Methods. ▸ Screening and Selecting Applicants for various job levels. ▸ Employee's Development & Training. ▸ Retaining High performers and developing low performers. ▸ Psychometric Assessment for hiring and development. ▸ Leadership Development Brief / Guidelines. ▸ Training Cycle & Talent Pool (Champions) Development.	32
10	Total Learning Hours			165
11	Practical Training	**Saeed Al Mabrouk**	▸ Get the field experience. ▸ Bring theory to life (apply the knowledge, concepts and skills in real world).	135
12	Total Course Hours			300

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Ahmad Subaih

Ahmad Subaih, accomplished business value creator and HR Professional with 17 years' experience in the areas of strategic planning, talent acquisition, organizational development and continuous performance improvement across the aviation, oil and gas, manufacturing and trading industries. Certified Human Resources Manager (CHRM) and a multifaceted professional with a Bachelor's Degree in Industrial Engineering. Highly skilled in developing organizational HR strategy aligned with business needs and employee's aspirations. Ahmad is the head of HR department at Royal Jordanian Airlines, former HR Director at Manaseer Group (Industrial Complex and Magnesia Plant), Manpower Planning Chief Specialist at RTA Dubai, Corporate HR Manager at Tabuk Pharmaceuticals, HR Manager at CCTC (Control Contracting & Trading Company) in Abu Dhabi.

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Saeed Al Mabrouk

With over 15 years of HR experience, Saeed Al Mabrouk serves as a Head of Strategic HR Development during his recent position. Currently, he supports clients with a variety of HR services including Compensation & Benefits, HR Management, Employee Relations,Talent Management, Recruitment, and Career Development. Saeed previously held many human resources positions in various industries such as Oil & Gas, FMCG, Trading, Aerospace, Construction, and more. He also worked in many locations in Europe, Middle East, and South-east Asia. He has implemented many projects such as Total Rewards Strategy, Job Evaluation System, Psychometric Assessment Center, Career Development, Talent Management Strategy and more. Saeed holds his MBA degree in Strategic HR Management from Cornell, USA and he is a certified psychometric assessor. He brings in a diversified HR experience.

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Adel Al Hammami

Adel is an experienced Human Resources Director with a demonstrated history of working in the facilities services industry. Skilled in Training Delivery, Labor Relations, Management, Payroll Management, and Interviewing. Adel is a professional human resources expert with MA degree in HR Development from the university of Huddersfield and a certified Professional CIPD L 5 Diploma. He has worked in many industries as well countries such as Saudi Arabia, Qatar, and Jordan.

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Adi Mazen

Adi is Strategic and innovative HR professional who translates business vision into HR initiatives that improve performance, profitability, growth, and employee engagement. Empowering leader who supports companies and top executives with a unique perspective and appreciation that human capital is every organization's greatest asset. Genuine influencer who thrives on tough challenges and translates visions and strategies into actionable, value-added goals. Adi is certified by SPHRi (Senior Professional in Human Resources – international) and ISO 30414 (HRM: Guidelines for Internal and external Human Capital) and wrote three articles published on SHRM website. He has established SHRM forum in Jordan and published his first book sponsored by Austin Macauley Publishers: The Four Levels of HR Excellence (Mastering the Basic HR Functions & Measuring Their Effectiveness).

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Rawan Nino

Rawan Nino is an HR professional who has -12year blended experience in Internal Audit, Finance and Human Resources. This diversified career path has paved the way for a holistic view of Human Capital Management from a financial perspective on both strategic and operational levels. Rawan has started her career path in the banking sector since she joined the housing bank for trade and finance then Societe Generale de Banque- Jordanie during which she led different roles in the internal audit. Following that, she joined one of the biggest names in FMCG world which is PepsiCo International where she challenged herself and made the career shift to follow her passion for the Human Resources world and she held the position of Recruitment, OD, Training & Culture Manager. After Pepsico, Rawan Joined the market leader Abu Khader Group as HR Director and recently she decided to start working on her own as a freelance HR consultant & advisor. Rawan Holds a bachelor degree in Business Administration from University of Jordan, she is also a Certified Management Accountant (CMA) and a Certified International Senior Professional in Human Resources (SPHRi). Rawan is always keen on making a difference and leaving her own print in people as well as companies she partners with.

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Zeena Al Natour

A highly accomplished management consultant, trainer and coach; Ms. Al-Natour has acquired a professional consulting career -spanning more than fifteen years - which provided her with a broad experience across multiple industry sectors such as Manufacturing, FMCG, Professional Services and more. She has worked in several Middle East Countries, Turkey, as well as the UK. As a Certified Management Consultant (CMC®), Zeena has assisted many of clients' organiza-tions to boost their performance through leadership, entrepreneurship, performance management, organizational design, transformation and development, human resources management, training and capacity building.

Zeena had occupied several career positions including Partner at PKF Jordan, member firm of PKF International, the world's tenth largest audit and business advisory practice. She is a former board member of the Institute of Management Consultants and Trainers (IMC-Jordan) and a former board member and co-founder of the International Coach Federation (ICF)- Jordan Chap-ter.

Zeena was selected by Jordan Enterprise Development Corporation – JEDCO to be part of the first Business Growth Coach Development (BGCD) programme which was launched in December 2015, where she was registered as a member of JEDCO's "Business Coaching Talent Pool" as part of Accelerate Jordan's program to assist SME requesting support from Accelerate Jordan.

Zeena holds a Bachelors of Science degree in Industrial Engineering Following which she went on to pursue her MBA from University of East Anglia in England.

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Sanaa Mohammad Lubani

Sanaa is a results-oriented, decisive HR professional with proven success of 12 years of practical experience in human resources, capacity building, training and development across various industries and sectors. She holds a bachelor degree of finance & banking from Al-Albayt University, and diploma of human resource Management from Talal Abu-Ghazaleh. A Human Resources Manager, and a Master Trainer licensed by prominent international association, and currently she holds the HR & Admin manager position at dada group for trade and investment.

Her areas of expertise include Training & Development, Change Management, HR Strategic Planning, Performance Development, and Organizational Design, Talent Management and recruitment, employee relation, compensation.
Specialized in designing leadership and supverisory training programs that address various practical issues that managers encounter every day and provides strategies on handling them besides the strategic aspects of the leader role.

Sana has researched, designed and conducted high impact training programs in Jordan and across the Middle East, for a wide range of leadership, behavioral, and skills educational initiatives, utilizing a wide range of experiential, action-learning, and interactive learning approaches to captivate her audiences. She is an articulate and diplomatic communicator plus an effective team leader with strong coaching skills. She consistently works to the highest professional standards, and her objective during any task is to provide her clients with world class services that has high standards and allows scalability and cost efficiency.

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Target Audience

- HR Managers
- HR Business Partners
- HR Generalists
- Recruitment Managers
- Compensation & Benefit Managers
- Talent Management Managers

This course will prepare and enable you to take the CIPD Assessment and become a CIPD Associate Member

CIPD
Chartered Institute of Personnel and Development

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Fees

JOD 1900 / Period

Early-bird registration discount

1500 JOD | 7500 AED | 7500 SAR | 2100 USD

- 10% from 2 - 5 participants.
- 20% more than 5 participants

Distance training using (Microsoft Teams)

We provide easy installments plan for our clients

Payments

IBAN #	JO39BJOR0560000013011030666002
Zain Cash	0796887858

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How to Register

For more details please contact

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