



# دورة متخصصة في تخطيط التعاقب الوظيفي وتطوير الهيكل التنظيمي



**AGILE LEADERS**  
Training Center

26 - 30 Jan 2027  
كوالالمبور

## دورة متخصصة في تخطيط التعاقب الوظيفي وتطوير الهيكل التنظيمي

الرجوع: 36074\_6004 التاريخ: 26 - 30 Jan 2027 كواللهبور الرسوم: Euro 5200

### Overview:

Our Micro MBA in Human Resources Management Training Course delivers a complete training course designed to empower HR professionals with a comprehensive understanding of HR functions. This course combines vital aspects of human resource management, agility in HR, and succession planning training to create a well-rounded HR specialist. Incorporating unique features like job evaluation training, job analysis, and evaluation, alongside qualitative methods of job evaluation, the course also explores the nuances of People Operations. The program uniquely covers the organizational design, preparing the participants to shape efficient, productive workplaces.

### Target Audience:

- HR Managers
- HR Business Partners
- HR Specialists
- HR Operations Specialists
- People Operations Managers

The course addresses gaps in job evaluation methods, HR agility, and manpower planning process.

### Targeted Organizational Departments:

- Human Resources
- People Operations
- Organizational Design

These departments would benefit from succession planning training, agile HR certification, and job hazard analysis training involved in the course.

## Targeted Industries:

- Technology •
- Manufacturing •
- Healthcare •
- Education •

These industries require agility in HR and a deep understanding of job evaluation definition and methods.

## Course Offerings:

Participants will learn:

- Succession Planning: Prepare replacement charts and use manpower planning templates. .1
- HR Agility: Incorporate agile practices into HR functions. .2
- Job Evaluation: Distinguish between job evaluation and job description. .3
- Organizational Design: Apply organizational design courses knowledge to shape efficient workplaces. .4
- Manpower Planning: Understand and apply the manpower planning process. .5

## Training Methodology:

This training course uses a blended approach, incorporating case studies, group work, interactive sessions, and feedback sessions. It covers HR business partner functions, the job evaluation course, and succession planning training. Participants will also receive hay job evaluation training to understand different job evaluation methods and the difference between job evaluation and job description.

## Course Toolbox:

- Workbooks •
- Online resources •
- Manpower planning template •
- Job hazard analysis training tools •
- Hay job evaluation training materials •



## Course Agenda:

### Day 1: Introduction, HR Future Trends and Equal Employment Opportunity

- Topic 1: Human Resource Management: Present and Future •
- Topic 2: Information Technology for Human Resources •
- Topic 3: Equal Employment Opportunity: The Legal Environment •
- Topic 4: Implementing Equal Employment Opportunity •
- Reflection & Review: Reflecting on HR's future trends and equal employment opportunity •

### Day 2: Staffing the Organization

- Topic 1: Job Analysis and Job Design •
- Topic 2: Human Resource Planning •
- Topic 3: Recruiting Employees •
- Topic 4: Selecting Employees •
- Reflection & Review: Understanding the nuances of staffing and recruitment •

### Day 3: Training and Developing Employees

- Topic 1: Orientation and Employee Training •
- Topic 2: Management and Organizational Development •
- Topic 3: Career Development •
- Topic 4: Performance Appraisal Systems •
- Reflection & Review: Implementing employee training and development programs •

### Day 4: Compensating Employees and Organizational Rewards

- Topic 1: The Organizational Reward System •
- Topic 2: Base Wage and Salary System •
- Topic 3: Incentive Pay Systems •
- Topic 4: Employee Benefits •
- Reflection & Review: Understanding compensation and benefits structure •

## Day 5: Understanding Unions and Employee Relations

- Topic 1: The Legal Environment and Structure of Labor Unions
- Topic 2: Union Organizing Campaigns and Collective Bargaining
- Topic 3: Employee Relations
- Topic 4: Employee Safety and Health
- Reflection & Review: Navigating labor union challenges and ensuring employee safety

## How This Course is Different from other HRM Courses:

Our Micro MBA in HRM course stands out through its focus on equipping HR specialists with a blend of traditional and emerging HR skills. The course emphasizes not just the theory but also the practical application of concepts such as HR agility, pay job evaluation training, and the manpower planning process. In contrast to other courses, we provide a holistic view of HR functions, from organizational design to succession planning training, fostering a well-rounded understanding of the HR landscape.



## فئات الدورات التدريبية



HR TRAINING &  
DEVELOPMENT

دورات إدارة و تطوير الموارد البشرية



دورات إدارة و تحليل البيانات ودورات علم  
البيانات



دورات إدارة الجودة وتطوير العمليات



الدورات التدريبية في مجال البيئة والاستدامة



دورات التسويق وإدارة علاقات العملاء وإدارة  
المبيعات



دورات التدريب القانوني والمشتريات  
والتعاقدات



دورات الاتصال الجماهيري و السياسات  
والعلاقات العامة



دورات النظم السيبراني ودورات تقنية  
المعلومات



دورات الصيانة ودورات المجالات الهندسية  
المتنوعة



دورات الصحة والسلامة والأمن المهني



دورات السكرتارية و إدارة المكاتب



دورات الحوكمة وإدارة المخاطر والامتثال



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## فئات الدورات التدريبية



دورات معتمدة من قبل هيئات دولية



دورات في مجالات القيادة والإدارة



دورات المهارات الشخصية وتطوير الذات



دورات المحاسبة و التمويل و دورات الإدارة  
المالية



دورات مكتب إدارة المشاريع وإدارة المشاريع  
الرشيقية

## مدن التدريب



أمستردام - هولندا



أكرا - غانا



أثينا - اليونان



أبوظبي - الإمارات العربية المتحدة



الدوحة - قطر



الدار البيضاء - المغرب



الجبيل - المملكة العربية السعودية



استنبول - تركيا



المنامة - مملكة البحرين



الكويت - الكويت



القاهرة - مصر



الرياض - المملكة العربية السعودية



بانكوك - تايلند



بالي - جمهورية إندونيسيا



بأكو - أذربيجان



باريس - فرنسا

## مدن التدريب



تبليسي - جورجيا



بوكيت - تايلاند



برشلونة - إسبانيا



براغ - جمهورية التشيك



دبي - الإمارات العربية المتحدة



جوهانسبرغ - جنوب إفريقيا



جنيف - سويسرا



جاكرتا - جمهورية إندونيسيا



سيول - كوريا الجنوبية



سان دييغو - الولايات المتحدة الأمريكية



زنجر - تنزانيا



روما - إيطاليا



طشقند - أوزبكستان



طرابزون - تركيا



شيكاغو - الولايات المتحدة الأمريكية



شرم الشيخ - مصر

## مدن التدريب



فيينا - النمسا



عن بعد - منصة زووم



عمان - المملكة الأردنية الهاشمية



طوكيو - اليابان



لندن - المملكة المتحدة



لانكاوي - ماليزيا



كاب تاون - جنوب إفريقيا



كوالالمبور - ماليزيا



مونتره - سويسرا



مسقط - سلطنة عمان



مدريد - إسبانيا



ماربيا - إسبانيا



نيس - فرنسا



نairobi - كينيا



ميونخ - ألمانيا



ميلان - إيطاليا

# WHO WE ARE

Agile Leaders is a renowned training center with a team of experienced experts in vocational training and development. With 20 years of industry experience, we are committed to helping executives and managers replace traditional practices with more effective and agile approaches.

## OUR VISION

We aspire to be the top choice training provider for organizations seeking to embrace agile business practices. As we progress towards our vision, our focus becomes increasingly customer-centric and agile.

## OUR MISSION

We are dedicated to developing value-adding, customer-centric agile training courses that deliver a clear return on investment. Guided by our core agile values, we ensure our training is actionable and impactful.

## WHAT DO WE OFFER

At Agile Leaders, we offer agile, bite-sized training courses that provide a real-life return on investment. Our courses focus on enhancing knowledge, improving skills, and changing attitudes. We achieve this through engaging and interactive training techniques, including Q&As, live discussions, games, and puzzles.



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