



Human Resource Development & Training Technologies Centre

Good & Best Practices for Creating a Happy World Class Workforce

| Code | Program Title |
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| HCS482-1 | Achieving Performance Excellence through Implementing an Effective Coaching System |
| TLA624 | Advanced Leadership Skills for HR Professionals |
| ARR574 | Advanced Recruitment Analysis, Testing & Assessment Strategies, Processes & Skills |
| TTT991-1 | Advanced Teaching Tips |
| TLE623 | Basic Leadership Skills for HR Professionals |
| BPT801-1 | Better & More Informed Management Decisions in Human Resource Development Department using Data Analytics |
| TSC214-1 | Building a Knowledgebase to Support your Organization's Internal Training Needs |
| TSC212-1 | Building an Effective Coaching System in your Organization |
| TSC213-1 | Building an Internal Training System for your Organization |
| TCS625 | Career Development & Succession Planning Strategies, Processes & Skills |
| THR622 | Certified Human Resource Professional Training |
| TCS990-1 | Coaching Manager Skills |
| HCT787 | Coaching Strategies, Processes & Skills |
| QKM840-1 | Coaching-Knowledge Management System |
| TCB628 | Compensation & Benefits Professional Strategies, Processes & Skills |
| HRC511-1 | Cost Effective HR Development |
| HEW786 | Creating Empowered Workplace Strategies, Processes & Skills |
| EWP904-1 | Creating Ergonomic Work Places |

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| HWC911-1 | Creating World Class Institutions of Learning |
| HWC900-1 | Creating World Class Training Centres |
| HRD301-1 | Customer Centered Human Resource Management System |
| DAI840-1 | Data Analytics, Business Intelligence and Artificial Intelligence Methods for Employee Satisfaction & Attrition Prevention System Management |
| HSC701-1 | Designing Implementing & Managing a BSC for HR Department |
| WBT762-1 | Designing Web-Based Training Programs |
| BSC720-1 | Developing a BSC for Employee Goals, Targets and Performance Evaluation System |
| TSC222-1 | Developing Corporate Training Strategies |
| JDD330-1 | Developing Job Descriptions, Responsibilities and Targets |
| TJI637 | Effectively Conducting Job Interviews Strategies, Processes & Skills |
| ELS482-1 | eLearning Systems-Planning and Implementation |
| XRM976-1 | Employee Attrition - Risk Management |
| TEM638 | Employee Onboarding Strategies, Processes & Skills |
| XRM980-1 | Employee Relations - Risk Management |
| ERM670-1 | Employee Relations Management Best Practices |
| TER629 | Employee Relationship Management Strategies, Processes & Skills |
| TER637 | Employee Retention & Engagement Strategies, Processes & Skills |
| XRM966-1 | External Training - Risk Management |
| QKM815-1 | External Training Knowledge Management System |
| TBP641 | HR Business Partnerships Strategies, Processes & Skills |
| TOA640 | HR Office Administration Processes & Skills |
| HRP600-1 | HR Planning in Petroleum Exploration and Production Company |

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| THA631 | Human Resource Analyst Processes & Skills |
| HRA626 | Human Resource Auditing Strategies, Processes & Skills |
| BPT702-1 | Human Resource Development Business Skills and Best Practices |
| HRP627 | Human Resource Planner Strategies, Processes & Skills |
| HTN781 | Identifying Training Needs Strategies, Processes & Skills |
| BRE701-1 | Implementing Good Management Practices in your Recruitment Unit |
| HTR701-1 | Implementing Motivation & Reward Practices in your Training Unit |
| TIT901-1 | Improving In house Training Programs |
| TIT911-1 | Improving Teaching for Professional Development |
| TIN632 | Instruction Design Strategies, Processes & Skills |
| QKM839-1 | Internal Training Knowledge Management System |
| HRT690-1 | Internship and Induction Training System for Petroleum Exploration and Production Company |
| HIT788 | Internship Strategies, Processes & Skills |
| HJA782 | Job Analysis & Performance Evaluation Strategies, Processes & Skills |
| HRD500-1 | Latest Learning and Training Tools |
| HIT783 | Managing Internal Training & Competency Development Programs |
| TMT633 | Master Trainer Skills |
| HMI680-1 | Mentoring and Internal Training System to Reduce Costs and Improve Performance |
| HMT789 | Mentoring Strategies, Processes & Skills |
| HPM820-1 | Personnel Management |
| HJT782-1 | Planning and Managing Transfer of Jobs to Nationals |
| RBP740-1 | Professional Executive Recruitment Best Practices |

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| RRA573 | Recruitment Analysis, Testing & Assessment Strategies, Processes & Skills |
| BPR703-1 | Recruitment Business Skills and Best Practices |
| DDR880-1 | Recruitment Due Diligence Best Practices |
| QKM830-1 | Recruitment Knowledge Management System |
| HET550-1 | Setting Up a System to Empower Team Learning |
| SHR622-1 | Strategic Human Resource Management for Businesses & Industries |
| HSM784 | Strategic Management of Human Resource Function |
| TSN440-1 | Strategic Management of Training Needs of your Organization |
| SPB420-1 | Succession Planning Best Practices |
| SPN440-1 | Succession Planning for Nationalization of Jobs |
| HRS670-1 | Succession Planning for Petroleum Exploration and Production Company |
| TSC211-1 | Systematic Management and Leadership Skills Needs Analysis |
| TSC210-1 | Systematic Technical Training Needs Analysis |
| TTA634 | Talent Acquisition Strategies, Processes & Skills |
| TTM636 | Talent Management Strategies, Processes & Skills |
| TTT621 | Train the Trainer Skills |
| TTD635 | Training & Development Professional Skills |
| HHP785 | Updating HR Policies & Procedures |
| HWF753-1 | Workforce Focused Management |
| MWD350-1 | Workplace Diversity and Talent Management |
| WEC645-1 | Workplace Employee Competency Building Strategies |
| WEH800-1 | Workplace Employee Health Strategies |