

# Human Resource Development Excellence Centre

Competency Building Methods, HR Processes, HR Services, Creating World Class Institutions of Learning,  
Employee Happiness and Growth Systems

## 5 Days (1 Week) Training Programs List

| Program Code | Program Name<br>(Click to Access Website Brochure with Current Dates)              | Obtain a Printable<br>(pdf) Version<br>from Website |
|--------------|------------------------------------------------------------------------------------|-----------------------------------------------------|
| BPR7035      | Recruitment Business Skills and Best Practices                                     | Print                                               |
| BPT7025      | Human Resource Development Business Skills and Best Practices                      | Print                                               |
| DDR8805      | Recruitment Due Diligence Best Practices                                           | Print                                               |
| ELS4825      | eLearning Systems - Planning and Implementation                                    | Print                                               |
| ERM6705      | Employee Relations Management Best Practices                                       | Print                                               |
| EWP9045      | Creating Ergonomic Work Places                                                     | Print                                               |
| HCS4825      | Achieving Performance Excellence through Implementing an Effective Coaching System | Print                                               |
| HET5505      | Setting Up a System to Empower Team Learning                                       | Print                                               |
| HJT7825      | Planning and Managing Transfer of Jobs to Nationals                                | Print                                               |
| HMI6805      | Mentoring and Internal Training System to Reduce Costs and Improve Performance     | Print                                               |
| HPM8205      | Personnel Management                                                               | Print                                               |
| HRC5115      | Cost Effective HR Development                                                      | Print                                               |
| HRD3015      | Customer Centered Human Resource Management System                                 | Print                                               |
| HRD5005      | Latest Learning and Training Tools                                                 | Print                                               |
| HRP6005      | HR Planning in Petroleum Exploration and Production Company                        | Print                                               |
| HRP6505      | Competency Testing System for Petroleum Exploration and Production Company         | Print                                               |

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| HRS6705      | Succession Planning for Petroleum Exploration and Production Company                      | Print                                               |
| HRT6905      | Internship and Induction Training System for Petroleum Exploration and Production Company | Print                                               |
| HSC7015      | Designing Implementing n Managing a BSC for HR Department                                 | Print                                               |
| HWC9005      | Creating World Class Training Centers                                                     | Print                                               |
| HWC9115      | Creating World Class Institutions of Learning                                             | Print                                               |
| HWF7535      | Workforce Focused Management                                                              | Print                                               |
| JDD3305      | Developing Job Descriptions, Responsibilities and Targets                                 | Print                                               |
| MWD3505      | Workplace Diversity and Talent Management                                                 | Print                                               |
| QKM8155      | External Training Knowledge Management System                                             | Print                                               |
| QKM8305      | Recruitment Knowledge Management System                                                   | Print                                               |
| QKM8395      | Internal Training Knowledge Management System                                             | Print                                               |
| QKM8405      | Coaching- Knowledge Management System                                                     | Print                                               |
| RBP7405      | Professional Executive Recruitment Best Practices                                         | Print                                               |
| SPB4205      | Succession Planning Best Practices                                                        | Print                                               |
| SPN4405      | Succession Planning for Nationalization of Jobs                                           | Print                                               |
| TCS9905      | Coaching Manager Skills                                                                   | Print                                               |
| TIT9015      | Improving In house Training Programs                                                      | Print                                               |
| TIT9115      | Improving Teaching for Professional Development                                           | Print                                               |

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| TSC2102      | Systematic Technical Training Needs Analysis                                    | Print                                               |
| TSC2115      | Systematic Management and Leadership Skills Needs Analysis                      | Print                                               |
| TSC2125      | Building an Effective Coaching System in your Organization                      | Print                                               |
| TSC2135      | Building an Internal Training System for your Organization                      | Print                                               |
| TSC2145      | Building a Knowledgebase to Support your Organization's Internal Training Needs | Print                                               |
| TSC2225      | Developing Corporate Training Strategies                                        | Print                                               |
| TSN4405      | Strategic Management of Training Needs of Your Organization                     | Print                                               |
| TTT9915      | Advanced Teaching Tips                                                          | Print                                               |
| WBT7625      | Designing Web-Based Training Programs                                           | Print                                               |
| WEC6455      | Workplace Employee Competency Building Strategies                               | Print                                               |
| WEH8005      | Workplace Employee Health Strategies                                            | Print                                               |
| XRM9665      | External Training Risk Management                                               | Print                                               |
| XRM9765      | Employee Attrition Risk Management                                              | Print                                               |
| XRM9805      | Employee Relations - Risk Management                                            | Print                                               |

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