## Human Resource Development Excellence Centre Competency Building Methods, HR Processes, HR Services, Creating World Class Institutions of Learning,

Competency Building Methods, HR Processes, HR Services, Creating World Class Institutions of Learning, Employee Happiness and Growth Systems **2 Weeks Training Programs List** 

Program Code	Program Name (Click to Access Website Brochure with Current Dates)	Obtain a Printable (pdf) Version from Website
BPR7032	Recruitment Business Skills and Best Practices	Print
BPT7022	Human Resource Development Business Skills and Best Practices	Print
DDR8802	Recruitment Due Diligence Best Practices	Print
ELS 4822	eLearning Systems - Planning and Implementation	Print
ERM6702	Employee Relations Management Best Practices	Print
EWP9042	Creating Ergonomic Work Places	Print
HCS4822	Achieving Performance Excellence through Implementing an Effective Coaching System	Print
HET5502	Setting Up a System to Empower Team Learning	Print
HJT7822	Planning and Managing Transfer of Jobs to Nationals	Print
HMI6802	Mentoring and Internal Training System to Reduce Costs and Improve Performance	Print
HPM8202	Personnel Management	Print
HRC5112	Cost Effective HR Development	Print
HRD3012	Customer Centered Human Resource Management System	Print
HRD5002	Latest Learning and Training Tools	Print
HRP6002	HR Planning in Petroleum Exploration and Production Company	Print
HRP6502	Competency Testing System for Petroleum Exploration and Production Company	Print

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Program Code	Program Name (Click to Access Website Brochure with Current Dates)	Obtain a Printable (pdf) Version from Website		
HRS 6702	Succession Planning for Petroleum Exploration and Production Company	Print		
HRT6902	Internship and Induction Training System for Petroleum Exploration and Production Company	Print		
HSC7012	Designing Implementing n Managing a BSC for HR Department	Print		
HWC9002	Creating World Class Training Centers	Print		
HWC9112	Creating World Class Institutions of Learning	Print		
HWF7532	Workforce Focused Management	Print		
JDD3302	Developing Job Descriptions, Responsibilities and Targets	Print		
MWD3502	Workplace Diversity and Talent Management	Print		
QKM8152	External Training Knowledge Management System	Print		
QKM8302	Recruitment Knowledge Management System	Print		
QKM8392	Internal Training Knowledge Management System	Print		
QKM8402	Coaching- Knowledge Management System	Print		
RBP7402	Professional Executive Recruitment Best Practices	Print		
SPB4202	Succession Planning Best Practices	Print		
SPN4402	Succession Planning for Nationalization of Jobs	Print		
TCS 9902	Coaching Manager Skills	Print		
TIT9012	Improving In house Training Programs	Print		
TIT9112	Improving Teaching for Professional Development	Print		

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Program Code	Program Name (Click to Access Website Brochure with Current Dates)	Obtain a Printable (pdf) Version from Website
TSC2102	Systematic Technical Training Needs Analysis	Print
TSC2112	Systematic Management and Leadership Skills Needs Analysis	Print
TSC2122	Building an Effective Coaching System in your Organization	Print
TSC2132	Building an Internal Training System for your Organization	Print
TSC2142	Building a Knowledgebase to Support your Organization's Internal Training Needs	Print
TSC2222	Developing Corporate Training Strategies	Print
TSN4402	Strategic Management of Training Needs of Your Organization	Print
TTT9912	Advanced Teaching Tips	Print
WBT7622	Designing Web-Based Training Programs	Print
WEC6452	Workplace Employee Competency Building Strategies	Print
WEH8002	Workplace Employee Health Strategies	Print
XR M9662	External Training Risk Management	Print
XRM9762	Employee Attrition Risk Management	Print
XRM9802	Employee Relations - Risk Management	Print