

# Human Resource Development Excellence Centre

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

## 3 Weeks Training Programs List

Program Code	Program Name (Click to Access Website Brochure with Current Dates)	Obtain a Printable (pdf) Version from Website
BPR7033	Recruitment Business Skills and Best Practices	Print
BPT7023	Human Resource Development Business Skills and Best Practices	Print
DDR8803	Recruitment Due Diligence Best Practices	Print
ELS4823	eLearning Systems - Planning and Implementation	Print
ERM6703	Employee Relations Management Best Practices	Print
EWP9043	Creating Ergonomic Work Places	Print
HCS4823	Achieving Performance Excellence through Implementing an Effective Coaching System	Print
HET5503	Setting Up a System to Empower Team Learning	Print
HJT7823	Planning and Managing Transfer of Jobs to Nationals	Print
HMI6803	Mentoring and Internal Training System to Reduce Costs and Improve Performance	Print
HPM8203	Personnel Management	Print
HRC5113	Cost Effective HR Development	Print
HRD3013	Customer Centered Human Resource Management System	Print
HRD5003	Latest Learning and Training Tools	Print
HRP6003	HR Planning in Petroleum Exploration and Production Company	Print
HRP6503	Competency Testing System for Petroleum Exploration and Production Company	Print

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HRS6703	Succession Planning for Petroleum Exploration and Production Company	Print
HRT6903	Internship and Induction Training System for Petroleum Exploration and Production Company	Print
HSC7013	Designing Implementing n Managing a BSC for HR Department	Print
HWC9003	Creating World Class Training Centers	Print
HWC9113	Creating World Class Institutions of Learning	Print
HWF7533	Workforce Focused Management	Print
JDD3303	Developing Job Descriptions, Responsibilities and Targets	Print
MWD3503	Workplace Diversity and Talent Management	Print
QKM8153	External Training Knowledge Management System	Print
QKM8303	Recruitment Knowledge Management System	Print
QKM8393	Internal Training Knowledge Management System	Print
QKM8403	Coaching- Knowledge Management System	Print
RBP7403	Professional Executive Recruitment Best Practices	Print
SPB4203	Succession Planning Best Practices	Print
SPN4403	Succession Planning for Nationalization of Jobs	Print
TCS9903	Coaching Manager Skills	Print
TIT9013	Improving In house Training Programs	Print
TIT9113	Improving Teaching for Professional Development	Print

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TSC2102	Systematic Technical Training Needs Analysis	Print
TSC2113	Systematic Management and Leadership Skills Needs Analysis	Print
TSC2123	Building an Effective Coaching System in your Organization	Print
TSC2133	Building an Internal Training System for your Organization	Print
TSC2143	Building a Knowledgebase to Support your Organization's Internal Training Needs	Print
TSC2223	Developing Corporate Training Strategies	Print
TSN4403	Strategic Management of Training Needs of Your Organization	Print
TTT9913	Advanced Teaching Tips	Print
WBT7623	Designing Web-Based Training Programs	Print
WEC6453	Workplace Employee Competency Building Strategies	Print
WEH8003	Workplace Employee Health Strategies	Print
XRM9663	External Training Risk Management	Print
XRM9763	Employee Attrition Risk Management	Print
XRM9803	Employee Relations - Risk Management	Print

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