



Human Resource Development & Training Technologies Centre

Good & Best Practices for Creating a Happy World Class Workforce

Code	Program Title
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

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

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

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