

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 (Click to Access Website Brochure with Current Dates)	Program Content Summary
BPR7035	Recruitment Business Skills and Best Practices	This program shows you the Recruitment Challenges in the 21st Century including the Legal Aspects in Recruitment, You gain a multi-discipline understanding of the issues. That means, when you make proposals or decisions on your job, you will keep in mind the needs and expectations of ALL the stakeholders/customers (internal and external)., Recruitment Challenges in the 21st Century, Legal Aspects in Recruitment (National & International), Setting Recruitment Objectives in line with Organizational Vision, Mission, Strategic Objectives or Quality Policies., Recruitment Business , Quality Assured Performance of Recruitment Processes, Selecting Technology including IT for Recruitment, Customer Centric Management, Leadership Activities, Good Practices for Managing Recruitment, Trends and Best Practices in Recruitment, Outsourcing Recruitment, Improvement Process for Recruitment Section
BPT7025	Human Resource Development Business Skills and Best Practices	This program shows you how to align HR Objectives with Organizational Mission, Vision, Strategic Objectives or Quality Policies, The participant gain multi-discipline understanding of the issues so that he can incorporate the needs and expectations of all stakeholders and all his customers, in his improvement proposals and actions, Program Introduction, Program Overview, Aligning HR Objectives with Organizational Mission, Vision, Strategic Objectives or Quality Policies., Understanding Organizational Objectives, Business Environment, Business Needs, HR Strategic Plans, HR Business Processes, Implementing Good & Best Practices in HR Processes, Customer Centric Management, HR General Good Management Practices, Leadership in HR, Leadership Processes, Leadership Activities some Ideas, HR Best Practice Processes, Exceeding "Customer" Expectations Ideas for HR, Improvements Implementation System for HR, IT Systems & Processes for HR Productivity & Customer Satisfaction, Fast-tracking Change & Improvements, Program Recommendations: What you should do when you go back.
DDR8805	Recruitment Due Diligence Best Practices	Under Revision. Please see www.eurotraining.com/plist/psumm/hrd-training-summ-1w.pdf or email: regn@eurotraining.com
ELS4825	eLearning Systems - Planning and Implementation	Under Revision. Please see www.eurotraining.com/plist/psumm/hrd-training-summ-1w.pdf or email: regn@eurotraining.com

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ERM6705	Employee Relations Management Best Practices	Under Revision. Please see www.eurotraining.com/plist/psumm/hrd-training-summ-1w.pdf or email: regn@eurotraining.com
EWP9045	Creating Ergonomic Work Places	Under Revision. Please see www.eurotraining.com/plist/psumm/hrd-training-summ-1w.pdf or email: regn@eurotraining.com
HCS4825	Achieving Performance Excellence through Implementing an Effective Coaching System	Coaching is one of the most Effective HR Development Option Available to any organization. This program shows how you can overcome the usual roadblocks to the implementation of a Coaching Culture in your Organization. This program provides the participant an essential skills and step-by-step methodology to Develop a Coaching Program for his organization's and department's employees. This program provides understanding for the prerequisites for dramatic productivity improvement, customer satisfaction (internal & external), job satisfaction, reduced complaints, reduce the managers work load, facilitate delegation of work and create a better image for your department and organization? all through the implementation of an effective coaching system., The program discusses the required Management Commitment, Policy, Procedures, Work Instructions, Feedback, Continuous Improvement - that must be implemented for success. The participant will go back from the program with a prepared action plan to implement a Coaching System in his Department or Organization, Personal Bonding, Motivation? Maslow, Creating Self Awareness, Peer Recognition, Interpersonal Skills Development, Creating Legacy, Implementing Legacy Plans, Evaluating Self Performance, Program Recommendations
HET5505	Setting Up a System to Empower Team Learning	Under Revision. Please see www.eurotraining.com/plist/psumm/hrd-training-summ-1w.pdf or email: regn@eurotraining.com
HJT7825	Planning and Managing Transfer of Jobs to Nationals	Fundamental Understanding of the Professional Issues in Nationalization of Jobs Aligning Every Department, Process and Personal Efforts towards Nationalization of Jobs Strategy. This program provides the know-how to develop national/other employees to replace existing employees without impacting the organizational performance. We will understand how to plan and manage nationalization., Specific Areas where you, your section, your department or your organization can take a Leadership Role in Implementing Nationalization of Jobs Strategy., Nationalization Strategic Objectives, Road-blocks to Nationalization of Jobs, Work

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		Culture Solutions, Motivational gaps - Motivating the Parties, Competency Building in Organization, Competency Building Methods & Tools that Work, Quality Assured Work Procedures, Knowledge Management System, Strategic Planning the Nationalization, Commitment Building throughout Organization, Plan Implementation, Competency Building Champions, Knowledge Transfer System, Trainee Aptitude Analysis, Trainee Motivation, Training Process Monitoring & Management, Unsuitable Trainee Handling , Training Effectiveness Analysis, Nationalization Performance Reporting, Nationalization Strategic Plan Updation, Program Recommendations
HMI6805	Mentoring and Internal Training System to Reduce Costs and Improve Performance	Under Revision. Please see www.eurotraining.com/plist/psumm/hrd-training-summ-1w.pdf or email: regn@eurotraining.com
HPM8205	Personnel Management	This unique program provides the participant a multi-discipline understanding of Personnel Management Processes and Strategic Roles., The program provides the Skills and Prospective Required to Meet the Future Needs of your Organization in Recruitment, Capacity Building, Orientation, Compensation, Performance Evaluation, Competency Testing, Resolving Personnel Disputes and Employee Communications., Understanding Organization's Human Resource Vision, Personnel Department Business Processes, Internal Customer Focus, External Customer Focus, Strategic Focus, Quick Learner Focus, Hiring Better Employees, Developing Employees to Fulfil Future Needs, Job Analysis, Planning Personnel Needs, Selecting Employees Strategically and Quick Learners, Training Methodology that Builds Capacity, Compensation Systems that Work, Creating Employee Leadership Groups, Transparent Performance Evaluation, Resolving Personnel Disputes, Reducing Attrition of High Performing Employees, Effective Employee Two Way Communications, Program Recommendations
HRC5115	Cost Effective HR Development	This program was developed to help organizations deal with the 2008-2009-2010-2011 Recession as it was demanding significant cutbacks in organizational budgets for survival. Historically HRD is one of the functions that is impacted the most in such situations. The Challenge in such situations is how we can reduce costs without significantly impacting organizational efficiency and effectiveness., This program will show you the Specific Initiatives and Projects that can assist you

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		meet the organizational objectives., Changing Global HR Environment, Organizational Needs in a Globalizing Economy, Impact of Recession, Cost Effectiveness Opportunities in Current Environment, Specific Strategic & Short Term Projects for Cost Reduction , HR Strategic Objectives, HR Strategic Projects, HR Processes Reengineering, Quality Assurance in HR Processes, Good Management Practices that Lead to Cost Reduction , Some HR Best Cost Reduction Ideas from Worldwide Success Stories, International HR Stories and Best Practices, Case Studies, Program Recommendations
HRD3015	Customer Centered Human Resource Management System	This is a step-by-step approach to Understanding for how to Design, Implement & Manage a Internal Customer Centered Human Resource Management System., Participant will learn about the Good, Best Practices and Strategic Focus that lead to Meeting & Exceeding Internal & External Customer Expectations., Understanding the Human Resource Department Customer Expectations , Understanding How Customer Evaluates Human Resource Department Performance, Aligning HR Customer Service with Organizational Strategy, Planning & Organizing HR for Customer Satisfaction, Human Resource Department Procedures & Work Instructions for Customer Service, Coaching Human Resource Department Staff for Customer Service, How to Motivate Staff towards Customer Service Excellence , Leveraging Existing Resources to Meet Customer Expectations, Creating Customer Service Leadership, Ideas for Exceeding Human Resource Department Customer Expectations, Internal Assessment of Customer Satisfaction? A Reality Check, Reporting HR Customer Satisfaction Data, Step by Step Implementation Plan for Customer Oriented HR, Program Recommendations
HRD5005	Latest Learning and Training Tools	The program will introduce you to the modern tools available for Trainers, Instructors and Communicators and Consultants to get their information across effectively to the audience. , These tools will help your organization multiply the effectiveness of its instructors, knowledge utilization and other resources., Training Tools and World Class Organizations, Understanding the tools available, eTools, eResources, eTesting Tools, eKnowledge-Base, A step-by-step methodology to identify the tools that will be useful in your organization, A step-by-step methodology to apply the identified tools in your organization, Program Recommendations

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HRP6005	HR Planning in Petroleum Exploration and Production Company	Under Revision. Please see www.eurotraining.com/plist/psumm/hrd-training-summ-1w.pdf or email: regn@eurotraining.com
HRP6505	Competency Testing System for Petroleum Exploration and Production Company	Under Revision. Please see www.eurotraining.com/plist/psumm/hrd-training-summ-1w.pdf or email: regn@eurotraining.com
HRS6705	Succession Planning for Petroleum Exploration and Production Company	Under Revision. Please see www.eurotraining.com/plist/psumm/hrd-training-summ-1w.pdf or email: regn@eurotraining.com
HRT6905	Internship and Induction Training System for Petroleum Exploration and Production Company	Under Revision. Please see www.eurotraining.com/plist/psumm/hrd-training-summ-1w.pdf or email: regn@eurotraining.com
HSC7015	Designing Implementing n Managing a BSC for HR Department	This is a step-by-step approach to Understanding, Designing, Implementing & Managing a Human Resource Department Balanced Score Card., Participant will also learn how to incorporate Motivation, Team Work, Customer Focus, Good & Best Practices and Leadership in Human Resource through the Balanced Scorecard Implementation., What is the Balanced Scorecard., Why do we need it?, Operational Focus, Strategic Focus, Understanding the Human Resource Processes , Understanding the Strategic Aspects of Human Resource Activities, Understanding Organizational & Customer Needs from the Human Resource Department, Balanced Performance Measures, Step-by-Step Developing the HR Balanced Scorecard, Evaluation of Strategic projects, Methods for Measuring Performance Against Balance Scorecard, Planning, Organizing & Delegating for BSC Implementation, Communication & Coaching to Make BSC a Success, Resolving Measurement Disputes, Reporting and Publicizing Results,

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		Program Recommendation
HWC9005	Creating World Class Training Centers	<p>World Class organizations need World Class National and International Institutions. A huge business opportunity exists for Skill Training for 21st Century - the Knowledge Century. The most effective and cost effective solution to develop the skills your organization will need to become world class must come from internal training capabilities. Leveraging the existing competencies and creating knowledge management system to collect technologies/methodologies of external origin is a core objective of this program., This program introduces you to the issues, methods and successful management in the quest to create/convert new/existing Educational Institutions Public or Private into world class. This Program is Intended for:, 2030 Vision for Your Institution, Opportunities Available, Technologies Available, Organizational Strategy, Employee Aspirations, Knowledge Management, Creating Learning Institutions, Strategies for Internal Instructor Development and Motivation, QA System for Institution, Customer/Supplier/Industry/ Government Involvement, External Faculty Strategies, 5/10 Year Strategic Plans, eEnabling Strategies, Performance Evaluation Strategies, Extended Campus Strategies , Program Recommendations</p>
HWC9115	Creating World Class Institutions of Learning	<p>World Class organizations need World Class National and International Institutions. A huge business opportunity exists for Skill Training for 21st Century - the Knowledge Century. The most effective and cost effective solution to develop the skills your organization will need to become world class must come from internal training capabilities. Leveraging the existing competencies and creating knowledge management system to collect technologies/methodologies of external origin is a core objective of this program, This program introduces you to the issues, methods and successful management in the quest to create/convert new/existing Educational Institutions Public or Private into world class. This Program is Intended for:, 2030 Vision for Your Institution, Opportunities Available, Technologies Available, Organizational Strategy, Employee Aspirations, Knowledge Management, Creating Learning Institutions, Strategies for Internal Instructor Development and Motivation, QA System for Institution, Customer/Supplier/Industry/ Government Involvement, External Faculty Strategies, 5/10 Year Strategic Plans, eEnabling Strategies, Performance Evaluation Strategies, Extended Campus Strategies , Program Recommendations</p>

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HWF7535	Workforce Focused Management	This program provides the participant the range of practical skills to analyze and understand and Implement a Workforce Focused Management System in his Organization or Department., In this methodology you will Learn How to Revise Your Work Procedures and Methods to make them in Line with Employee Expectations and Existing Organizational Work Culture. Other programs often Emphasize on Changing the Work Culture Itself., Understanding Employees, Understanding Employee Needs & Expectations, Understanding the Process for Exceeding Employee Expectations., Workforce Focus Processes, Workforce Environment, Workforce Capability and Capacity: Capability and Capacity; New Workforce Members; Work Accomplishment; Workforce Change Management, Workforce Climate: Workplace Environment; Workforce Benefits and Policies, Workforce Engagement, Workforce Performance: Elements of Engagement; Organizational Culture; Performance Management, Assessment of Workforce Engagement: Assessment of Engagement; Correlation with Organizational Results, Workforce and Leader Development: Learning and Development System; Effectiveness of Learning and Development; Career Progression, Program Recommendations
JDD3305	Developing Job Descriptions, Responsibilities and Targets	Under Revision. Please see www.eurotraining.com/plist/psumm/hrd-training-summ-1w.pdf or email: regn@eurotraining.com
MWD3505	Workplace Diversity and Talent Management	Under Revision. Please see www.eurotraining.com/plist/psumm/hrd-training-summ-1w.pdf or email: regn@eurotraining.com
QKM8155	External Training Knowledge Management System	Simplest definition of knowledge is - reusable work products. Knowledge includes the experience of leading organizations worldwide, your organization, the contracts and legal department and the employees., Knowledge management is a systematic approach to identifying, collecting, communicating, using and updating the reusable work products that apply to your external training business units. To ease implementation this program shows you the step-by-step methodology to collect your organizations knowledge and make it available for decision making., Understanding what external training knowledge is, What difference knowledge will make to your external training business units performance, Identifying external training knowledge for your organization, Collecting external training

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		<p>knowledge, Communicating external training knowledge throughout your organization., Making knowledge available in an easily reusable form, Monitoring the external training knowledgebase, Continuous system for updating your external training knowledgebase, Knowledge management team system, Using IT technology for knowledge management system, Legal and Contractual issues in knowledge management system, Intellectual property issues in knowledge management system, Security and confidentiality aspects of a knowledge management system, Human and motivational aspects of knowledge management success, Workshop: Prepare Implantation Plan for Your External Training Knowledge Management System, Program Recommendations.</p>
QKM8305	Recruitment Knowledge Management System	<p>Simplest definition of knowledge is - reusable work products. Knowledge includes the experience of leading organizations worldwide, your organization, the contracts and legal department and the employees., Knowledge management is a systematic approach to identifying, collecting, communicating, using and updating the reusable work products that apply to your recruitment business units. To ease implementation this program shows you the step-by-step methodology to collect your organizations knowledge and make it available for decision making., Understanding what recruitment knowledge is, What difference knowledge will make to your recruitment business units performance, Identifying recruitment knowledge for your organization, Collecting recruitment knowledge, Communicating recruitment knowledge throughout your organization., Making knowledge available in an easily reusable form, Monitoring the recruitment knowledgebase, Continuous system for updating your recruitment knowledgebase, Knowledge management team system, Using IT technology for knowledge management system, Legal and Contractual issues in knowledge management system, Intellectual property issues in knowledge management system, Security and confidentiality aspects of a knowledge management system, Human and motivational aspects of knowledge management success, Workshop: Prepare Implantation Plan for Your Recruitment Knowledge Management System, Program Recommendations.</p>
QKM8395	Internal Training Knowledge Management System	<p>Simplest definition of knowledge is - reusable work products. Knowledge includes the experience of leading organizations worldwide, your organization, the contracts and legal department and the employees., Knowledge management is a systematic approach to identifying, collecting, communicating, using and updating the reusable</p>

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		<p>work products that apply to your internal training business units. To ease implementation this program shows you the step-by-step methodology to collect your organizations knowledge and make it available for decision making., Understanding what internal training knowledge is, What difference knowledge will make to your internal training business units performance, Identifying internal training knowledge for your organization, Collecting internal training knowledge, Communicating internal training knowledge throughout your organization., Making knowledge available in an easily reusable form, Monitoring the internal training knowledgebase, Continuous system for updating your internal training knowledgebase, Knowledge management team system, Using IT technology for knowledge management system, Legal and Contractual issues in knowledge management system, Intellectual property issues in knowledge management system, Security and confidentiality aspects of a knowledge management system, Human and motivational aspects of knowledge management success, Program Recommendations</p>
QKM8405	Coaching-Knowledge Management System	<p>Simplest definition of knowledge is - reusable work products. Knowledge includes the experience of leading organizations worldwide, your organization, the contracts and legal department and the employees., Knowledge management is a systematic approach to identifying, collecting, communicating, using and updating the reusable work products that apply to your coaching business units. To ease implementation this program shows you the step-by-step methodology to collect your organizations knowledge and make it available for decision making., Understanding what coaching knowledge is, What difference knowledge will make to your coaching business units performance, Identifying coaching knowledge for your organization, Collecting coaching knowledge, Communicating coaching knowledge throughout your organization., Making knowledge available in an easily reusable form, Monitoring the coaching knowledgebase, Continuous system for updating your coaching knowledgebase, Knowledge management team system, Using IT technology for knowledge management system, Legal and Contractual issues in knowledge management system, Intellectual property issues in knowledge management system, Security and confidentiality aspects of a knowledge management system, Human and motivational aspects of knowledge management success, Program Recommendations</p>

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RBP7405	Professional Executive Recruitment Best Practices	Under Revision. Please see www.eurotraining.com/plist/psumm/hrd-training-summ-1w.pdf or email: regn@eurotraining.com
SPB4205	Succession Planning Best Practices	Under Revision. Please see www.eurotraining.com/plist/psumm/hrd-training-summ-1w.pdf or email: regn@eurotraining.com
SPN4405	Succession Planning for Nationalization of Jobs	Under Revision. Please see www.eurotraining.com/plist/psumm/hrd-training-summ-1w.pdf or email: regn@eurotraining.com
TCS9905	Coaching Manager Skills	In this program you will learn about... How to be an effective coach. What type of processes you need to build in order to understand and analyze an individuals performance, desired performance, road blocks and step by step method to overcome resistance to change., This is a multi-discipline program, which means the participant will understand the 360 degree aspects/issues that must be managed for being a successful coach., Problems You will Face, Helping Develop Talent the Issues:Motivational Issues All Around; Resistance to Change; Credibility; Methodology for Implementing Change, Understanding the Coaching Processes, Developing the Coaching Mind-Set: Emotional Intelligence; Are you Ready?, Understanding & Assessing Coach-Ability of Learner, The Friendly Approach, Identification and Seizing a Coaching Opportunity, Prioritizing the Coaching Actions - Focusing on the Important Issues: Analyzing; Strategic Focus; Good Practices; Best Practices, Providing Feedback, Goal Setting and Follow-Up, Your Coaching Action Plan, Program
TIT9015	Improving In house Training Programs	This program covers the worldwide Good and Best Practices in Specific Strategies & State-of-Art Techniques for Improving Teaching in Professional Education Programs, This program provides a unique multidiscipline (Technical-Legal-Management-Audit-Finance) analytical approach enabling you to take effective decisions, The Issues, Multi-discipline Aspects, New Educational Technologies, New Educational Methodologies, Creating a Learning Culture, Motivating Instructors, Effective Professional Training Design, Logistics for a World-class Teaching Center, Low Cost Professional Development, Effective Mentoring for Cost Effective Development, Instructor Collaborations, Evaluating Training Programs, Special Issues in Teaching Adults New Skills, Good Management Practices, Customer Focus Approach, Best Practices, Specific Strategic for Long Term

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		Success, Providing Leadership, Improving Existing Programs, Program Recommendations
TIT9115	Improving Teaching for Professional Development	This century is evolving into a Knowledge Century where the difference between nations and organizations will be based on existence or absence of Effective Professional Development of Citizens and Employees. This program provides the participant Specific Strategies and State-of-Art Techniques for Improving Teaching in Professional Education Programs., We expect out Instructors to Perform their role effectively, but if required resources and logistics is not provided this effectiveness expectation cannot be met. This program will provide the required knowhow in this area. Domain knowledge is not enough to be an effective Teacher. Instructors must have multi-discipline skill set and access to resources to be effective., The Key Issues, Barriers to Improvement, Multi-discipline Aspects, The Strategic Objectives, The In-house Teaching Processes, New Educational Technologies, New Educational Methodologies, Creating & Supporting a Learning Culture, Instructor Training & Support, Motivating Instructors, Satisfying Instructors and Understanding Instructor Specific Motivational Needs, Effective Professional Training Design, Logistics for a World-class Teaching Center, Low Cost Professional Development, Effective Mentoring for Cost Effective Development, Instructor Collaboration & Team Working, Student-Instructor-Administration-Management Collaboration, Evaluating Training Programs, Special Issues in Teaching Adults New Skills, Good Management Practices to International Standards, Customer Focus Approach, Best Benchmarked Industry Practices, Specific Strategic for Long Term Success, Providing Leadership, Improving Existing Programs using Carnegie Mellon University Recommendations, Program Recommendations
TSC2105	Systematic Technical Training Needs Analysis	It is a Good Practice not to require any employee to do or be responsible for a job he/she has not been trained for. This program shows you how to analyze, formulate projects and implement improvements in your Technical Training Needs Analysis process, This program helps the HR/ Management personnel identify in detail the current Technical Skill training needs of their workforce. The program takes a step-by-step approach to the analysis of these needs. The participant will take away a detailed multidiscipline methodology to complete the analysis, Understanding your Organization's Objectives: Mission, Vision, Strategic Goals and Strategic Projects., Understanding Organization's Technological Vision, Strategic Goals and Strategic Projects, Understanding the Nature of Technological Skills,

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		<p>Understanding your Organization's Technological Skill Needs. Including a detailed step-by-step process to identify them., Building your Technological Knowledge System., Formulating Strategic Projects for Meeting Technical Skill Needs, Evaluating Effectiveness of the Strategic Projects for Meeting Technical Skill Needs, Improvement Planning and Methodology for existing HR Development Projects, Program Recommendations</p>
TSC2115	Systematic Management and Leadership Skills Needs Analysis	<p>It is a Good Practice not to require any employee to do or be responsible for a job he/she has not been trained for. But the fact is organizations as-a-rule promote good performing professionals to supervisory and managerial jobs often without significant effective training., This program helps the HR/ Management personnel identify in detail the current Managerial and Leadership Skill training needs of their workforce. The program takes a step-by-step approach to the analysis of these needs. The participant will take away a detailed multidiscipline methodology to complete the analysis., Understanding your Organization's Objectives: Mission, Vision, Strategic Goals and Strategic Projects., Understanding the Nature of Management Skills , Understanding Leadership Skills required to meet your Organization's Vision, Understanding your Organization's Management Skill Needs, Understanding your Organization's Leadership Needs, Formulating Strategic Projects for Meeting Managerial and Leadership Needs, Evaluating Effectiveness of the Leadership Strategic Projects, Improvement Planning and Methodology for existing Management and Leadership Development Projects, Program Recommendations</p>
TSC2125	Building an Effective Coaching System in your Organization	<p>The most cost effective method for building the technical and work performance capability of your organization's staff is probably Coaching by professionals from within your own organization. After-all who understands your existing work processes better than your more experienced staff? But there are many roadblocks in trying to seriously apply coaching, some of these include: Motivation, Lack of Coaching skills, Lack of Teaching Skills, Lack of Knowledge of Sources of Information, Internal Politics, Job Security Concerns, Lack of Management Commitment ... and so on. This program provides a Blue Print for Building an Effective Coaching System which includes detailed practical steps/methods to overcome each of these roadblocks., This program helps the HR/ Management personnel identify in detail the current Coaching Skill training needs of their workforce. The program takes a step-by-step approach to the analysis of Coaching Opportunity in your organization. The participant will take away a</p>

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		<p>detailed multidiscipline methodology to complete the analysis, Understanding your Organization's Objectives: Mission, Vision, Strategic Goals and Strategic Projects., Understanding Organization's Coaching Resources, Understanding your Organization's Coaching Implementation & Resource Needs. Including a detailed step-by-step process., Building your Coaching Knowledge System., Formulating Strategic Projects for Exploiting Coaching Opportunity, Evaluating Effectiveness of the Coaching Strategic Projects, Improvement Planning and Methodology for existing Coaching based Development Projects, Program Recommendations</p>
TSC2135	<p>Building an Internal Training System for your Organization</p>	<p>In this program you will learn about how to setup an Internal Resources Driven Training System that Supports your HR Developmental Strategic Plan., You will learn how to identify needs, identify resources, motivate and manage such a system., Just like Coaching - Internal Training Systems are among the most cost effective method for building the technical and work performance capability of your organization's staff., After-all who understands your existing work processes better than your more experienced staff?, Who faces and solves the day-to-day changing problems than your own staff?, The importance of staff passing on information and knowledge they gain while performing job assignments cannot be overemphasized., But there are many roadblocks in trying to seriously apply this, some of these include: Motivation, Lack of Training skills, Lack of Teaching Skills, Lack of Knowledge of Sources of Information, Internal Politics, Job Security Concerns, Lack of Management Commitment ... and so on., This program provides a Blue Print for Building an Effective Internal Training System that goes beyond a Coaching System and which includes detailed practical steps/methods to overcome each of these roadblocks., Program Recommendations</p>
TSC2145	<p>Building a Knowledgebase to Support your Organization's Internal Training Needs</p>	<p>In this program you will learn about how to setup a Knowledge Management System that supports your HR Developmental Strategic Plans., This program provides a unique multidiscipline (Technical-Legal-Management-Audit-Finance) analytical approach enabling you to take effective decisions, We are heading towards a Knowledge Economy - if we are not already there., Knowing what is "knowledge" for your organization and building effective systems for collecting and making the information available to those who need it - are some of the important objectives of this program., This program is designed to help organizations build knowledge base's to support their HR developmental business processes., In this program the focus is on</p>

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Human Resource Development Excellence Centre

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5 Days (1 Week) Training Programs List

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		Building a Knowledgebase to Support your Organization's Internal Training Needs including for Coaching. Program Recommendations
TSC2225	Developing Corporate Training Strategies	This program provides the participant the range of skills to analyze and understand organizational training needs and devise strategies for fulfillment of the knowledge and skill requirements., This program provides a unique multidiscipline (Technical-Legal-Management-Audit-Finance) analytical approach enabling you to take effective decisions, Program Introduction, Program Objectives, The Issues., Understanding the Changing Global Business Environment, Organizational Strategies, World Class Organizations, Successful Business Models, Understanding Organizational Skill Needs, Customer Focus, Good Management Practices, Best Practices, Innovation, Understanding Organizations Existing Training & HR Strategies, Developing the Organizational Training & HR Strategy, Current Skill Sets, Strategic (Future) Skill Sets, Improvement and Change Planning, Methodology for Changing Current Strategies (avoiding resistance in the process), Methodology for Developing New Strategies, Building Knowledge Base, Identifying HR Knowledge, Identifying HR Strategic Knowledge Needs, Establishing System for Knowledge Building , Knowledge Use Encouragement Strategies, Program Recommendations
TSN4405	Strategic Management of Training Needs of Your Organization	This program provides the participant the range of practical skills to analyze and understand organizational training needs and devise strategies for fulfillment of the knowledge and skill requirements of your Organization., This Program is Intended for: Training & HRD Professionals and Middle & Top Managers. It covers: Understanding the Changing Global Business Environment, Understanding Organizational Skill Needs, Understanding Organizations Existing Training & HR Strategies, Developing the Organizational Training & HR Strategy, Improvement and Change Planning and Building Training Knowledge Base., HR in Organizations of the Future, HR Training Technologies & Methodologies, Understanding Your Organizations Strategic Objectives, Priorities & Projects , Understanding HR Training Strategic Objectives, HR Training Strategic Projects , Preparing the HR Training Strategic Plan, Annual Review of the HR Training Strategic Plan , Implementation of the HR Training Strategic Plan, Preparing HR Training Strategic Plan for your Organization, Program Recommendations.

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TTT9915	Advanced Teaching Tips	In this program you will learn about Advanced Teaching Tips for instructors, Trainers, Coaches, Managers & Leaders, Learner-Centric Teaching Mechanisms Instructional Technologies; Incorporating Good Practices in your Teaching; Incorporating Best Practices in your Training; Incorporating the Process Approach in your Programs; The Issues, Learner-Centric Teaching, Learning Processes, Preparation for the Program, First Sessions, Reading by Learner, Discussions, Presentation, Assessments & Evaluations, Problem Resolution, Peer Learning, Case Studies & Games, Hands On Learning, Instructional Technologies, Developing your Teaching Strategy, Incorporating Good Practices in your Teaching, Incorporating Best Practices in your Training, Incorporating the Process Approach in your Programs, Aligning your Departmental, Process and Personal Objectives with Organizational Mission, Vision, Strategic Objectives, Quality Policies and Requirements., Specific Areas where you, your section, your department or your organization can take a Leadership Role., Program Recommendations
WBT7625	Designing Web-Based Training Programs	Under Revision. Please see www.eurotraining.com/plist/psumm/hrd-training-summ-1w.pdf or email: regn@eurotraining.com
WEC6455	Workplace Employee Competency Building Strategies	Under Revision. Please see www.eurotraining.com/plist/psumm/hrd-training-summ-1w.pdf or email: regn@eurotraining.com
WEH8005	Workplace Employee Health Strategies	Under Revision. Please see www.eurotraining.com/plist/psumm/hrd-training-summ-1w.pdf or email: regn@eurotraining.com
XRM9665	External Training Risk Management	This program provides the participant a range of practical skills to analyze and understand external training risk management needs. It also helps devise strategies for the fulfillment of knowledge and skill requirements of the participants department/organization., Participant will take away a detailed understanding of the step-by-step methodology for preparing a corporate/departmental strategic external training risk management plan., Understanding external training risk management, External training risk management vocabulary, Understanding the external training business environment and context, Comprehensive identification of known, emerging and hidden external training risks, Determining external training risk appetite, Analyzing

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		<p>the external training risks, Evaluating the external training risks, Preparing external training risk treatment recommendations, Approved external training risk treatment plans, Analyzing the residual risks after treatment plan, Preparing an external training risk control plan, Controlling the external training risks, Management reporting of external training risk status, Coordinating with & consulting stakeholders, Getting management commitment for external training risk management, Setting up and using an external training risk management team, Setting up a good management system framework of external training risk management, Setting up a external training risk management knowledgebase , Personalized external training risk management assignment/workshop, Program Recommendations</p>
XRM9765	Employee Attrition Risk Management	<p>This program provides the participant a range of practical skills to analyze and understand attrition risk management needs. It also helps devise strategies for the fulfillment of knowledge and skill requirements of the participants department/organization., Participant will take away a detailed understanding of the step-by-step methodology for preparing a corporate/departmental strategic attrition risk management plan., Understanding attrition risk management, Attrition risk management vocabulary, Understanding the attrition business environment and context, Comprehensive identification of known, emerging and hidden attrition risks, Determining attrition risk appetite, Analyzing the attrition risks, Evaluating the attrition risks, Preparing attrition risk treatment recommendations, Approved attrition risk treatment plans, Analyzing the residual risks after treatment plan, Preparing an attrition risk control plan, Controlling the attrition risks, Management reporting of attrition risk status, Coordinating with & consulting stakeholders, Getting management commitment for attrition risk management, Setting up and using a attrition risk management team, Setting up a good management system framework of attrition risk management, Setting up an attrition risk management knowledgebase , Case Studies, Program Recommendations, Personalized Attrition Risk Management Plan for your Department or Organization, Program Recommendations</p>
XRM9805	Employee Relations- Risk Management	<p>This program provides the participant a range of practical skills to analyze and understand employee relations risk management needs. It also helps devise strategies for the fulfillment of knowledge and skill requirements of the participants department/organization., Participant will take away a detailed understanding of the step-by-step methodology for preparing a corporate/departmental strategic employee relations risk management plan., Understanding employee relations risk</p>

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		management, Employee relations risk management vocabulary, Understanding the employee relations business environment and context, Comprehensive identification of known, emerging and hidden employee relations risks, Determining employee relations risk appetite, Analyzing the employee relations risks, Evaluating the employee relations risks, Preparing employee relations risk treatment recommendations, Approved employee relations risk treatment plans, Analyzing the residual risks after treatment plan, Preparing an employee relations risk control plan, Controlling the employee relations risks, Management reporting of employee relations risk status, Coordinating with & consulting stakeholders, Getting management commitment for employee relations risk management, Setting up and using an employee relations risk management team, Setting up a good management system framework of employee relations risk management, Setting up an employee relations risk management knowledgebase , Personalized employee relations risk management assignment/workshop, Program Recommendations

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