



# Certified Human Resources Professional: From Traditional HR Role to Business Partner



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**Meirc**  
Training & Consulting

## Why Attend

HR professionals have to stop 'doing' and start 'delivering'; and HR has to transform itself into a credible business partner deserving a seat at the decision making table. The door is wide open for human resources to become the business partner it always wanted to be rather than remaining as just another service function.

Now, more than ever, HR professionals need new skills and a whole new set of competencies: technical, behavioral and emotional, in order to be able to deliver strategic and tangible results.

This course will enable you to transform yourself and your HR department into a business partner capable of delivering results and adding value to your organization.

## Course Methodology

This course is based on the latest research and best practices related to human resources management. It brings new experiences and examples to participants, as well as insights and understanding of what makes a successful HR business partner. The course uses an integrated mix of training approaches including lecturettes, case studies, group activities and sharing experiences. Participants will go through the various HR functions, the key results that HR has to deliver, the key performance indicators for measuring HR performance and the various competencies (technical, behavioral and emotional) necessary for the success of HR as a business partner. The course will end with an assessment of course participants to prove their understanding of the program material. Passing the assessment will give them the right to earn their certificate of completion.

## Course Objectives

By the end of the course, participants will be able to:

- Demonstrate a thorough understanding of the nature of HR as a managerial function
- List all HR functions and responsibilities and identify their contributions to organizational success
- Play the four new roles that make HR a credible business partner in a modern organization
- Create an HR strategy that is aligned with the overall organizational strategy
- Measure the contribution of HR to the bottom line in both profit and non profit organizations
- Assess the effectiveness of the human resources function through the use of 'SMART' Key Performance Indicators (KPIs) and indices
- Demonstrate how a competency framework can increase the effectiveness of the HR function
- List the core competencies for an HR professional.

## Target Audience

Human resources managers , business partners, team leaders and specialists.

## Target Competencies

- Deciding and initiating action
- Relating and networking
- Analytical thinking
- Business acumen
- Planning and organizing
- Achieving goals and objectives
- Applying expertise and technology

## Course Outline

- Human management: An overview
  - Definition and objectives of modern HR management
  - HR management now and then
  - The main functions in HR management
    - Organization
    - Resourcing
    - Climate and culture
    - Training and development



- Performance management
    - Total compensation management systems
    - Personnel administration
  - Competency based HR management: An overview
- HR business partner
  - Four new roles to play
    - Management of strategic HR
    - Management of firm infrastructure
    - Management of employee contribution
    - Management of transformation and change
    - Basic HR competencies required to play the four roles
  - HR business partner and emotional intelligence
    - The fundamental emotional intelligence framework
    - The emotionally intelligent HR business partner
- Job analysis, description and evaluation
  - The pervasiveness of the job description
  - Four approaches for conducting job analysis
  - Job Key Result Areas (KRAs)
  - Writing job descriptions using the job key result area approach
  - Characteristics of effective job descriptions
  - Guaranteeing 'internal consistency' through job evaluation
  - A bird's eye view of the Meirc job evaluation system
- Fundamentals of strategic HR management
  - Analysis of the environment
  - From SWOT analysis to vision and mission statements
  - The link between strategy and performance
  - Organizational vs. HR key result areas
  - Measuring HR KRAs through SMART Key Performance Indicators (KPIs)
  - Turning key performance indicators into SMART objectives
  - The balanced scorecard: an overview
- Competency based HR management
  - Competency definition
  - Types of competencies
  - The different competency components
  - Competency based recruitment and selection
  - Competency based training and development
  - Competency based performance management
  - Benefits of a competency based HR
- Measuring HR Performance
  - The predominance of business results over HR results
  - Five steps of analytics
  - Measuring recruitment and selection
  - Measuring compensation and benefits
  - Measuring training and development
  - Measuring performance management
  - Designing the HR balanced scorecard



## Associations

**HR Certification Institute (HRCI) :** Meirc is an approved provider with the HR Certification Institute. Established in 1976, HRCI is an internationally certifying organization for the human resource profession and a global leader in developing rigorous exams to demonstrate mastery and real-world application of forward-thinking HR practices, policies and principles. Today, more than 120,000 professionals worldwide proudly maintain their HR Certification Institute's credentials as a mark of high professional distinction. By successfully completing any Meirc program which is approved by HRCI, participants will earn credit hours essential for maintaining professional distinction of PHR®, SPHR® or GPHR®.



**Society for Human Resource Management (SHRM) :** Meirc is recognized by the Society for Human Resources Management (SHRM) as a Recertification Provider. This recognition implies that participants who attend any of the SHRM approved programs delivered by Meirc Training & Consulting will earn a number of Professional Development Credits (PDCs) which will help them maintain their certification in SHRM-CP or SHRM-SCP.



## Meirc Professional Certificate (MPC)

MPC certified courses by Meirc Training & Consulting are designed for those willing to challenge themselves and go the extra distance. Participants who fully attend an MPC course and successfully complete the test on the last day, will receive a Meirc Professional Certificate (MPC), in addition to the one they receive for full attendance. MPC certificates are regionally recognized and can be quite valuable when applying for more senior roles within the organization or outside.



## Location & Date

23 - 27 Jun, 2019	English	Dubai	Kempinski / Mall of the Emirates
14 - 18 Jul, 2019	English	Kuala Lumpur	Renaissance Kuala Lumpur
18 - 22 Aug, 2019	English	Barcelona	Renaissance Barcelona Hotel
29 Sep - 3 Oct, 2019	English	Dubai	Kempinski / Mall of the Emirates
3 - 7 Nov, 2019	Arabic	Dubai	JW Marriott Marquis
22 - 26 Dec, 2019	English	Dubai	Kempinski / Mall of the Emirates

## Fees: US\$ (including coffee breaks and a buffet lunch daily)

Per participant - 2019	US\$ 5100
Fees + VAT as applicable	UAE Tax Registration Number 100239834300003
This Meirc course is also accredited by the HR Certification Institute (HRCI).	
Credit Hours = 30	

## Courses in Human Resources and Training

Dates	Course Name	Language	Location	Fees
9 - 13 Jun, 2019	Employee Engagement: Strategy and Practices	English	Abu Dhabi	US\$ 4800
16 - 20 Jun, 2019	Certified Talent Acquisition Professional	English	Dubai	US\$ 5100
16 - 20 Jun, 2019	Certified Training and Development Professional	Arabic	Dubai	US\$ 5100
16 - 20 Jun, 2019	Employee On-Boarding: Induction and Job Orientation Techniques	Arabic	Dubai	US\$ 4800
23 - 27 Jun, 2019	Certified Instructional Design Practitioner	English	Dubai	US\$ 5100
23 - 27 Jun, 2019	Certified Recruitment Specialist	Arabic	Dubai	US\$ 5100
30 Jun - 4 Jul, 2019	The Certified HR Administrator	Arabic	Dubai	US\$ 5100
14 - 18 Jul, 2019	Certified Employee Relations Professional	English	Kuala Lumpur	US\$ 5100
21 - 25 Jul, 2019	Certified Compensation and Benefits Professional	English	Dubai	US\$ 5100
21 - 25 Jul, 2019	Certified Training and Development Professional	English	Barcelona	US\$ 5100
28 Jul - 1 Aug, 2019	Career Development and Succession Planning	Arabic	Dubai	US\$ 4800
28 Jul - 1 Aug, 2019	Certificate in HR Auditing	English	Dubai	US\$ 5100
28 Jul - 1 Aug, 2019	Employee Engagement: Strategy and Practices	Arabic	Dubai	US\$ 4800
4 - 8 Aug, 2019	Certified Recruitment Specialist	English	Dubai	US\$ 5100
18 - 22 Aug, 2019	Certified Training Manager	English	Dubai	US\$ 5100
25 - 29 Aug, 2019	Strategic Human Resources Management	English	Dubai	US\$ 4800
1 - 5 Sep, 2019	Career Development and Succession Planning	English	Dubai	US\$ 4800
4 - 6 Sep, 2019	HR Business Partner	English	Beirut	US\$ 3600
8 - 12 Sep, 2019	Certified Training and Development Professional	Arabic	Dubai	US\$ 5100
8 - 12 Sep, 2019	Human Resources Management	English	Dubai	US\$ 4800
15 - 19 Sep, 2019	Certified HR Assessor	English	Dubai	US\$ 5100
15 - 19 Sep, 2019	Certified Instructional Design Practitioner	English	Dubai	US\$ 5100
15 - 17 Sep, 2019	Labor Law Workshop: Practical Applications	English	Dubai	US\$ 3600
15 - 19 Sep, 2019	Professional Skills for Human Resources Management	English	Dubai	US\$ 4800
15 - 19 Sep, 2019	Identifying Training Needs and Evaluating Training	English	Dubai	US\$ 4800
22 - 26 Sep, 2019	Excel Skills for HR and Admin Professionals	English	Dubai	US\$ 4800



## Courses in Human Resources and Training

Dates	Course Name	Language	Location	Fees
22 - 26 Sep, 2019	Performance Management: Setting Objectives and Conducting Appraisals	English	Dubai	US\$ 4800
22 - 26 Sep, 2019	Recruitment, Interviewing and Selection	English	Dubai	US\$ 4800
29 Sep - 3 Oct, 2019	Certificate in Human Capital Planning	English	Dubai	US\$ 5100
29 Sep - 3 Oct, 2019	Employee On-Boarding: Induction and Job Orientation Techniques	English	Dubai	US\$ 4800
6 - 10 Oct, 2019	Leadership Skills for HR Managers	English	Dubai	US\$ 4800
6 - 10 Oct, 2019	Strategic Recruitment, Interviewing and Selection	English	Dubai	US\$ 4800
6 - 10 Oct, 2019	Train the Trainer: From Design to Delivery	English	Dubai	US\$ 4800
13 - 17 Oct, 2019	Certified Compensation and Benefits Professional	Arabic	Dubai	US\$ 5100
13 - 17 Oct, 2019	Certified Employee Relations Professional	English	Dubai	US\$ 5100
13 - 17 Oct, 2019	Certified Talent Management Professional	English	Dubai	US\$ 5100
13 - 17 Oct, 2019	Human Resources Management	English	Riyadh	US\$ 4800
20 - 24 Oct, 2019	Certificate in Competency Development and Implementation	English	Dubai	US\$ 5100
20 - 24 Oct, 2019	Certified Organization Development Professional	Arabic	Dubai	US\$ 5100
20 - 24 Oct, 2019	Human Resources KPIs: Benchmarking HR Performance	English	Dubai	US\$ 4800
27 - 31 Oct, 2019	Career Development and Succession Planning	Arabic	Dubai	US\$ 4800
27 - 31 Oct, 2019	Certified Training and Development Professional	English	Dubai	US\$ 5100
27 - 31 Oct, 2019	Writing HR Policies and Procedures	English	Dubai	US\$ 4800
3 - 7 Nov, 2019	Certified Recruitment Specialist	Arabic	Dubai	US\$ 5100
3 - 7 Nov, 2019	Managing and Coordinating Training	English	Dubai	US\$ 4800
10 - 14 Nov, 2019	Certificate in HR Auditing	Arabic	Dubai	US\$ 5100
10 - 14 Nov, 2019	Certified Talent Acquisition Professional	English	Dubai	US\$ 5100
10 - 14 Nov, 2019	Employee Engagement: Strategy and Practices	English	Dubai	US\$ 4800
10 - 14 Nov, 2019	Identifying Training Needs and Evaluating Training	Arabic	Dubai	US\$ 4800
10 - 14 Nov, 2019	Strategic Human Resources Management	Arabic	Dubai	US\$ 4800
10 - 14 Nov, 2019	Workforce Planning and Budgeting	English	Dubai	US\$ 4800
17 - 21 Nov, 2019	The Certified HR Administrator	English	Dubai	US\$ 5100



## Courses in Human Resources and Training

Dates	Course Name	Language	Location	Fees
17 - 21 Nov, 2019	Compensation and Benefits	Arabic	Dubai	US\$ 4800
17 - 21 Nov, 2019	Employee Relations: Roles and Responsibilities	Arabic	Dubai	US\$ 4800
17 - 21 Nov, 2019	Job Analysis and Evaluation Workshop	English	Dubai	US\$ 4800
24 - 28 Nov, 2019	e-HR: Modern Trends and Applications	English	Dubai	US\$ 4800
24 - 28 Nov, 2019	HR Business Partner: Roles, Responsibilities and Competencies	Arabic	Dubai	US\$ 4800
24 - 28 Nov, 2019	Learning and Development: Tools and Strategies	English	Dubai	US\$ 4800
1 - 5 Dec, 2019	Certified Master Trainer	Arabic	Dubai	US\$ 5100
1 - 5 Dec, 2019	Recruitment, Interviewing and Selection	Arabic	Dubai	US\$ 4800
8 - 12 Dec, 2019	Certified Organization Development Professional	English	Dubai	US\$ 5100
8 - 12 Dec, 2019	Human Resources Management	Arabic	Dubai	US\$ 4800
15 - 19 Dec, 2019	Career Development and Succession Planning	English	Dubai	US\$ 4800
15 - 19 Dec, 2019	Certified Recruitment Specialist	English	Dubai	US\$ 5100
15 - 19 Dec, 2019	Certified Training and Development Professional	Arabic	Dubai	US\$ 5100
22 - 26 Dec, 2019	Certified Compensation and Benefits Professional	English	Dubai	US\$ 5100
29 Dec - 2 Jan, 2020	Human Resources Management	English	Dubai	US\$ 4800



# Meirc Timeline

2018

Meirc celebrates its 60<sup>th</sup> anniversary

2015

Meirc relocates to its newly acquired HQ office in Bay Square, Business Bay, Dubai

2014

Meirc adds PLUS Specialty Training, a new division providing technical and industry-specific courses

2007

Meirc opens an office in Jeddah, Saudi Arabia

2004

Meirc opens an office in Abu Dhabi, UAE

1997

Meirc is the 1<sup>st</sup> training company in the region to have its own website

1991

Meirc becomes headquartered in Dubai, UAE

1988

Meirc celebrates its 30<sup>th</sup> anniversary with its advisory committee (Aramco, Bapco, KOC, QPC)

1967

Meirc builds its own office building in Beirut

1958

Meirc is founded in Beirut by the late Simon Siksek

