

**Advanced Human  
Resources Management**

**Monday 12-15 March, 2018**

**01:00 -04:00 P.M**

**Venue: Masjid Herati  
144 Shahr-e-Naw,  
Kabul**



### SYNOPSIS OF THE PROGRAM

## PROGRAM QUICK FIND

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HRM is a function in an organization concentrated on the issues of Recruitment and selection, Training and development, Compensation and benefits management and Health and safety of employees. HRM plays a strategic role in managing people and workplace culture and environment. If effective, it can contribute greatly to the overall company direction and the accomplishment of its goals and objectives.

Nowadays successful companies need to be adaptive, resilient, quick to change direction and customer-centered. Within such an environment the effectiveness of HRM is crucial to business success. HR professionals establish systems for performance development, career succession planning and employee development. This keeps people motivated, happy, personally engaged and contributing to the company success. Furthermore, the HR professional helps in the development of organizational culture and climate in which employees have the competency, concern and commitment to serve customers well.

A strong HR department gives organizations strategic and competitive advantage and can help organizations achieve its objectives.

Basic and Intermediate

TARGET AUDIENCE

Branch Managers, Treasury Officers, Operations Officers, Finance Officers, Internal Audit Officers, Risk Managers and officers.

<p>LEARNING OUTCOME</p>	<p>Upon completion audience will be able to:</p> <ol style="list-style-type: none"> <li>1. Understand HRM and its importance.</li> <li>2. Understand HRM planning</li> <li>3. Understand different recruitment and selection strategies</li> <li>4. Understand how to plan, conduct and evaluate training programs.</li> <li>5. Understand Human Resource development and strategic HRM</li> <li>6. Compensation and benefits management</li> <li>7. Control self-Assessment</li> <li>8. Evaluate performance of employees</li> </ol>
<p>PROGRAM OUTLINE</p>	<p>Program outline is provided below:</p> <ul style="list-style-type: none"> <li>➤ Introduction to HRM</li> <li>➤ Human Resource Planning</li> <li>➤ Recruitment</li> <li>➤ Selection</li> <li>➤ Employees trainings</li> <li>➤ Human Resource development</li> <li>➤ Reward management</li> <li>➤ Performance management</li> </ul>
<p>LEARNING METHODOLOGIS</p>	<p>Presentation, Group Discussions, Role Plays, case studies.</p>
<p>LEARNING PARTENER'S PROFILE</p>	<p>Mr. Ahmad Tariq Mateen has a professional background in Management and has worked in Bank-E-Milli and currently working at Ministry of Commerce and Industries as Head of Regional Trade Agreements.</p> <p>He has done his BBA from Preston University, Pakistan and MBA from Bakhtar University. Mr. Mateen has been a professional and has been to Central Asian Countries, South Asian Countries, EU and USA and where has been provided with different trainings and developments.</p>

FEE	7,500 AFN
REGISTRATION	<b>Sailab Sahak:</b> Public Relations/Marketing Manager AIBF P/H +93 (0) 788 635563/ Office +93 (0) 752 055021 sailab.sahak@aibf.af/ <a href="http://www.aibf.af">www.aibf.af</a>