

Human Resources & Talent Development

Professional Training Course

Skillslab Training Provider

Skills for Tomorrow's World 



Course Description

Introduction

Human Resources & Talent Development is a comprehensive professional training program designed to strengthen the strategic, operational, and leadership capabilities of human resources professionals. The course enables participants to align workforce priorities with organizational strategy, improve employee performance, build sustainable talent pipelines, and create an environment that supports engagement, capability development, and institutional excellence.

Modern organizations increasingly depend on their ability to attract, develop, motivate, and retain high-performing employees. This program provides a practical framework for managing the complete employee lifecycle, from workforce planning and recruitment to performance management, succession planning, employee engagement, and leadership development.

The executive-level value of this course lies in its ability to transform human resources from an administrative support function into a strategic partner that contributes directly to productivity, service quality, organizational resilience, and long-term growth. Participants will learn how to use workforce data, competency frameworks, talent analytics, and development strategies to support informed decision-making and measurable business outcomes.

Through practical exercises, case studies, structured discussions, and workplace applications, participants will gain the tools required to implement modern human resources and talent development practices across government entities, ministries, public institutions, and large corporations.

Course Objectives

The course aims to enable participants to:

- Understand the strategic role of human resources in organizational success.
- Align human resources priorities with institutional and business objectives.

- Develop effective workforce planning and talent management strategies.
- Improve recruitment, selection, onboarding, and employee integration processes.
- Design competency-based human resources systems.
- Strengthen employee performance management and development practices.
- Identify organizational capability gaps and training priorities.
- Build effective learning and professional development programs.
- Improve employee engagement, motivation, and retention.
- Develop leadership pipelines and succession planning frameworks.
- Support internal mobility and career development.
- Apply talent analytics to human resources decision-making.
- Strengthen coordination between human resources and operational departments.
- Establish practical measures for evaluating human resources effectiveness.
- Develop an actionable talent development plan for workplace implementation.

Course Content

Day 1: Strategic Human Resources Management and Workforce Planning

- The evolving role of human resources in modern organizations.
- Moving from administrative support to strategic business partnership.
- Linking human resources strategy to organizational priorities.
- Understanding the employee lifecycle.
- Key human resources functions and their strategic interdependencies.
- Workforce planning principles and processes.
- Assessing current and future workforce requirements.
- Identifying critical roles, skills, and capability gaps.
- Workforce demand and supply analysis.
- Headcount planning and workforce optimization.
- Understanding organizational structures and job design.

- Job analysis and the preparation of clear job descriptions.
- Establishing competency frameworks.
- Technical, behavioral, managerial, and leadership competencies.
- Integrating competencies into recruitment, performance, and development.
- Human resources policies, governance, and accountability.
- Using workforce data to support strategic decisions.
- Practical exercise: preparing a workforce capability assessment.

Day 2: Talent Acquisition, Selection and Employee Integration

- Developing an effective talent acquisition strategy.
- Building a strong employer value proposition.
- Understanding labor market trends and talent availability.
- Identifying recruitment needs and defining candidate profiles.
- Competency-based recruitment and selection.
- Writing effective job advertisements.
- Choosing appropriate recruitment channels.
- Candidate sourcing and talent pipeline development.
- Screening applications and evaluating candidate suitability.
- Conducting structured and competency-based interviews.
- Developing effective interview questions.
- Applying fair and consistent candidate assessment criteria.
- Using practical tests, presentations, and assessment activities.
- Reducing bias in recruitment decisions.
- Reference checks and pre-employment verification.
- Making evidence-based selection decisions.
- Designing effective onboarding and orientation programs.
- Supporting employee integration during the early employment period.
- Measuring recruitment quality, time, cost, and effectiveness.

- Practical workshop: designing a complete recruitment and onboarding process.

Day 3: Performance Management and Employee Development

- The purpose and value of modern performance management.
- Connecting individual performance with departmental and organizational goals.
- Establishing clear roles, expectations, and performance standards.
- Developing meaningful performance measures.
- Balancing results, behaviors, competencies, and development needs.
- Conducting effective performance planning discussions.
- Continuous performance monitoring and progress reviews.
- Providing constructive and development-focused feedback.
- Addressing performance gaps professionally.
- Managing difficult performance conversations.
- Recognizing and reinforcing high performance.
- Creating practical individual development plans.
- Identifying employee strengths and improvement priorities.
- Coaching employees for improved capability and accountability.
- Supporting managers in their performance management responsibilities.
- Understanding performance ratings and calibration processes.
- Reducing subjectivity and inconsistency in performance evaluation.
- Linking performance outcomes with recognition, development, and career progression.
- Measuring the effectiveness of performance management systems.
- Practical exercise: conducting a structured performance review discussion.

Day 4: Learning, Talent Development and Succession Planning

- The strategic importance of organizational learning.
- Linking learning priorities with institutional capability requirements.
- Conducting training needs assessments.

- Identifying needs at organizational, departmental, role, and individual levels.
- Distinguishing between performance problems and capability gaps.
- Designing learning and development programs.
- Selecting suitable learning methods for different employee groups.
- Classroom learning, workplace learning, mentoring, coaching, and digital development.
- Creating role-based and competency-based learning pathways.
- Developing technical, managerial, and leadership capabilities.
- Supporting knowledge transfer and continuous learning.
- Evaluating learning effectiveness and workplace application.
- Identifying high-potential employees.
- Developing talent pools for critical positions.
- Understanding succession planning principles.
- Assessing position criticality and succession risk.
- Evaluating employee readiness for future roles.
- Preparing succession development plans.
- Supporting career pathways and internal mobility.
- Building leadership development pipelines.
- Practical workshop: creating a talent development and succession plan.

Day 5: Employee Engagement, Retention and Human Resources Analytics

- Understanding employee engagement and its organizational impact.
- Key factors influencing motivation, commitment, and performance.
- Building a positive and inclusive workplace environment.
- Strengthening trust, communication, and employee involvement.
- The role of leadership in employee engagement.
- Employee listening methods and engagement surveys.
- Interpreting employee feedback and identifying priority issues.
- Designing practical engagement improvement initiatives.

- Understanding the causes and costs of employee turnover.
- Identifying retention risks and critical talent groups.
- Developing targeted employee retention strategies.
- Recognition, career development, wellbeing, and workplace flexibility.
- Improving the employee experience across the employment lifecycle.
- Introduction to human resources analytics.
- Using workforce indicators to support management decisions.
- Measuring recruitment, performance, learning, engagement, absenteeism, and retention.
- Designing human resources reports and management dashboards.
- Translating human resources data into practical recommendations.
- Evaluating the strategic contribution of human resources.
- Final case study: developing an integrated human resources and talent development strategy.
- Preparing an individual workplace implementation plan.

Target Audience

This course is designed for professionals and decision-makers responsible for managing employees, organizational capability, and workforce development, including:

- Human resources directors and managers.
- Talent management professionals.
- Learning and development managers.
- Recruitment and talent acquisition specialists.
- Workforce planning professionals.
- Performance management specialists.
- Employee engagement and experience professionals.
- Organizational development practitioners.
- Succession planning and career development specialists.
- Human resources business partners.
- Training coordinators and professional development officers.

- Department heads and line managers.
- Government and ministry human resources professionals.
- Public sector workforce development specialists.
- Corporate academy and institutional learning professionals.
- Senior executives responsible for people and organizational performance.
- Professionals preparing for broader human resources leadership responsibilities.

Course Requirements

Participants should preferably have:

- A general understanding of human resources, management, or organizational operations.
- Professional experience involving employees, teams, recruitment, performance, or training.
- An interest in strategic human resources and talent development.
- Basic analytical and communication skills.
- Familiarity with organizational policies and employee processes is beneficial.
- No advanced technical knowledge is required.
- Participants are encouraged to bring examples of current workforce or talent challenges for practical discussion.

Training Methodology

The program uses an interactive and application-focused methodology designed to support practical learning and workplace implementation.

The training methodology includes:

- Expert-led presentations and facilitated discussions.
- Real-world human resources and talent management case studies.
- Practical individual and group exercises.
- Workforce planning and capability assessment activities.
- Recruitment and interview simulations.
- Performance management role-playing.

- Talent review and succession planning workshops.
- Employee engagement analysis.
- Human resources metrics and reporting exercises.
- Structured problem-solving activities.
- Peer learning and professional experience exchange.
- Practical templates, frameworks, and implementation tools.
- A final integrated case study.
- Development of an individual action plan.

The methodology ensures that participants move progressively from understanding key concepts to analyzing organizational challenges, selecting appropriate solutions, and applying practical human resources tools in their own institutions.

Learning Outcomes

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

- Explain the strategic contribution of human resources to organizational performance.
- Align workforce and talent priorities with institutional objectives.
- Assess current and future workforce requirements.
- Identify critical roles and organizational capability gaps.
- Develop competency-based job and employee profiles.
- Improve recruitment, selection, and onboarding processes.
- Conduct structured and fair candidate assessments.
- Design effective performance management processes.
- Provide constructive feedback and address performance gaps.
- Develop practical employee development plans.
- Conduct training needs assessments.
- Design targeted learning and capability-building initiatives.
- Identify high-potential employees and critical talent.
- Develop talent pools and succession plans.

- Support employee career development and internal mobility.
- Design initiatives that improve engagement and employee retention.
- Analyze workforce information and human resources indicators.
- Prepare clear human resources reports and management recommendations.
- Measure the effectiveness of talent development activities.
- Develop an integrated human resources and talent development action plan.

Instructor Profile

The course is delivered by an internationally certified expert with extensive practical and consulting experience. The instructor possesses advanced expertise in strategic human resources management, talent development, workforce planning, competency frameworks, recruitment, performance management, employee engagement, leadership development, succession planning, and organizational capability building.

The instructor's professional background includes supporting government entities, ministries, public institutions, large corporations, and executive leadership teams in the design and implementation of human resources and talent management strategies.

The training approach combines international best practices with practical organizational experience, enabling participants to gain relevant insights, tested methodologies, and implementation tools that can be adapted to their workplace requirements.

The instructor delivers the course through an engaging, practical, and results-focused style that encourages professional discussion, knowledge exchange, and direct application to real human resources and talent development challenges.

Contact Us

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