



# CIPD DIPLOMA IN HR PRACTICE

Riyadh-Khobar-Jeddah

## Top Key Learning Objectives:

- 1 Understand the purpose of an organisation, its operating environment and how HRM activities support an organization
- 2 Understand the knowledge, skills and behaviors required to be an effective HR practitioner
- 3 Know how to deliver timely and effective HR Service to meet users' needs
- 4 Know how human resources data should be stored, recorded and managed
- 5 Be able to explain the factors that affect an organization's talent planning, recruitment and policy
- 6 Understand the impact of employment law at the start of the employment relationship
- 7 Be able to explain the link between organizational success, performance management and motivation
- 8 Be able to explain the relationship between performance management and reward
- 9 Be able to conduct and reflect upon a performance review
- 10 Be able to identify the ways in which Coaching can be implemented in an organisation
- 11 Be able to apply Mentoring tools and techniques
- 12 Understand the impact of change on employees and the role of HR

## What is the CIPD?

The Chartered Institute of Personnel and Development (CIPD) is the professional body for all those involved in the management and development of people. Currently there are more than 135,000 individual members, and achieving a qualification from the CIPD is now seen as a fundamental requirement for professionals in the fields of HR/HRP/HRM/HRD. Many organisations now view the CIPD Foundation Programmes as the "International HR Passport".

## Our Training Partner



For over 15 years Oakwood's clients have benefited from its experience of delivering CIPD qualifications to their employees, thereby adding real value to their businesses as a whole. We have produced a powerful and focused qualification that delivers global best practice sympathetically coupled with local knowledge and culture.

Oakwood International has been successfully delivering CIPD Qualifications in the UAE (Dubai and Abu Dhabi), Bahrain, Muscat (Oman), The Kingdom of Saudi Arabia and Bulgaria for over 10 years.

Oakwood has a strong reputation for student support, coupled with many happy clients in the UK and worldwide. Oakwood is the world's biggest provider of CIPD Foundation Programmes outside the UK.

## Why Study with Us?

Too many reasons make our CIPD training deferent and deserves the attention given from too many professionals. Some of them are:

- All Trainers come from UK and are accredited CIPD Members.
- All trainers have more than 10 years experience in management & HR in the UK and Internationally.
- High quality and excellent style of delivery – not "chalk and talk" – but highly participative debate and discussion.
- E-mentoring service through a unique Online Web Platform designed exclusively for Oakwood Students, offering continual on-the-job support.
- 100% Student pass rate, endorsed by past and present students in the region.
- With international experience and local knowledge of KSA and the region, we are in a unique position to deliver global best practice for any local company or organisation.
- Direct CIPD Moderation
- 12 students maximum per group

## Meet Program Leaders:

### Dennis O'Donnell



Dennis brings a pragmatic 'hands on' approach to all projects undertaken. He specializes in Leadership and Management issues as well as corporate Competency profiling. A key area of activity is the reworking of complex business issues, turning these into practical and straightforward solutions, which add value to clients and organisations.

### Janine Bunning



Janine has extensive experience in HR and Training strategy and implementation. Janine has been an HR, Management and Training Consultant for the last 20 years and has been designing and delivering CIPD programmes on behalf of Oakwood in the UK, Bulgaria and Gulf regions for the last 15 years. Janine is a Chartered Fellow of the CIPD.

## Who should attend?

- HR Managers.
- HR Officers/Specialists.
- Training Managers/Advisors.
- Recruitment Specialists.
- Reward & Benefits Specialists.

## Requirement:

- students should be working in HR/Training role.
- Acceptable English Language.
- Good level IT/Internet skills.

## Program Duration:

- Program training period is 3 weeks
- 6/8 weeks break between each week

## Program Assessment:

- CIPD Qualifications are not test based .
- Full attendance is required.
- Successful submission of program assignments.

## Venues:

Programs are held in 4-5 stars well equipped facilities

## Student support:

On the first day of your qualification you will be assigned a Mentor who will provide you with continual guidance and support throughout the whole qualification so as to ensure success.

## PROGRAM OVERVIEW:

This qualification provides a firm foundation in all areas of HR. It will help students develop essential HR skills and give them the confidence and knowledge to work more effectively and so add value to their HR function and their organisation.

### The HRP Diploma Qualification

#### Week 1:

- Developing yourself as an effective HR Practitioner
- Understanding Organizations and the role of HR
- Resourcing Talent
- Recording, analyzing and using HR information

#### Week 2:

- Supporting good practice in Managing Employment Relations
- The employment law and the employment relationship
- Employee rights
- issues to address at the termination of the employment relationship
- Supporting good practice in performance and Reward Management
- Organizational success and performance management
- Relationship between performance management and reward
- Effective performance and reward management
- Performance review

#### Week 3:

- Developing your Coaching Skills in the workplace
- Developing your Mentoring Skills in the workplace
- Supporting Change within Organization

## “ Students Quotes ”

“ After Completing the CIPD programme, I was promoted immediately ”  
Head of HR, Deloittes, Middle East

“ I would highly recommend Oakwood International's CIPD accredited courses to companies who are serious about their people and standards of HR professionalism ”  
Corporate Director of HR, Jabel Ali Hotels

### HOW TO REGISTER ?

**E-mail** cipd@prime-hrs.com  
**Website** www.prim-hrs.com  
**Tel & Fax** +966 9 2000 9 505  
**Mail** Prime HR Solutions  
P. O. Box: 395853  
Riyadh 1137  
Kingdome of Saudi Arabia

### PROGRAM FEES

#### Program:

#### The CIPD Foundation Qualification in HR Practice (HRP)

Installments Option (3 payments)	SAR 33,000
One Payment Option	SAR 30,000

Discounts Available for Group registrations (4 and more)

### Want to run the program in-house?!

Just call us on +966 9 2000 9 505 to discuss your requirements or send us an e-mail cipd@prime-hrs.com

## REGISTRATION FORM

Name

Company

Designation

E-mail

Tel

Mobile

### Payment Terms:

Registration confirmation is based on receiving the full payment prior to the event. Our team will send to delegates /sponsor a confirmation note and invoice upon receipt of the program payment. Please note that full payment must be received not later than 48 hours before the event. Only those students whose fees have been paid in full will be admitted to the event.

Bank charges shall be paid by student or sponsor

### Cancellation Policy:

- Students who cancel before 2 weeks or more will be subject to SAR 1500 registration charge.
- Cancellation less than 2 weeks will be charged the full amount of the week.
- Substitutions are welcome any time before program first week.

### Visa Arrangements:

Please consider that a visa is required for non-GCC citizens to enter Saudi Arabia so it has to be arranged before enough time to avoid any possible disappointments!!