

## MANAGEMENT/ADMINISTRATION

## CHRA

Chartered Human Resource Analyst (CHRA)

The Chartered Human Resources Analyst (CHRA™) Training is an intensive program and is designed for HR and related executives who wish to broaden, sharpen and deepen their human resources management competencies.

Certification Issued By

**Leadership & Management Global Organization (LMGO - Switzerland)** The Leadership and Management Global Organization (LMGO®) is a global provider of leadership development and management research and certifications. Ranked among the world's top providers of executive accreditation and standardization, LMGO helps clients leverage leadership and management to drive results that matter.

Who Should Attend?

It is a Consulting professional Certification for Personnel Managers, HR Administrator, Managers and Supervisors with Personnel Responsibilities. Long experience is required with minimum bachelor degree level. A professional Postgraduate diploma in human resources management is issue to those who successfully undertake a 100 question examination after finishing the professional program.

Membership Benefits

**High Authority Council for Arab Managers HACAM** believes that this certificate will be a valuable resource for professionals within the Arab world in order to understand how these and other processes for organizational improvement are interrelated. HACAM provides training program in the Middle East and targets Managers of quality-focused organizations/industries, professionals aiming to increase their effectiveness/ productivity and anyone interested in the field of quality.

Eligibility

You are qualified to take this certification if you have any of the below requirements:

- ✓ Must have at least one year experience in related field
- ✓ Bachelors or Masters Degree

Course Parts

- ✓ The Changing Role of HR A useful historical review of personnel/HR
  - HR's role in today's workplace and beyond
  - HR as a strategic business partner
  - Organizational and external trends and challenges
- ✓ The HR Function Key functional HR tasks in any organization
  - HR functional responsibilities in small, midsized and large organizations
  - How HR relates to non-HR functions
  - HR, non-HR and shared employee-related functional activities
  - HR trends and challenges
- ✓ Legal Responsibilities HR and managerial legal responsibilities
  - Employment-related federal legislation
  - Select legal terms and their impact
  - Questions and categories to avoid during the employment process
- ✓ The Employment Process Key issues of employment concern for HR practitioners
  - Matching applicants with job requirements and responsibilities
  - Selection criteria, questioning techniques and background research
  - Orientation and assimilation
  - Current employment-related trends and challenges
  - Critical learning points
- ✓ Information Processing Employee handbooks
  - Policies and procedures manuals
  - Human Resources Information Systems (HRIS)
  - Information processing trends and challenges
  - Maximum HRIS utilization
- ✓ Compensation Characteristics of an effective compensation system
  - Job evaluations
  - Salary surveys
  - Traditional and dynamic compensation programs
  - Compensation trends and challenges
- ✓ Organizational and Employee Development Respective responsibilities
  - Types of employee training
  - Career development
  - Succession planning
  - Employee retention strategies
  - Trends and challenges in organizational and employee development

How To Register?

- ✓ [Register Online](#) or
- ✓ Fill-up the [registration form](#) and visit the Institute, with the following requirements then pay the necessary fees.
  - passport copy
  - 1 copy of passport size photo
  - eligible certificate copy

MANAGEMENT/ADMINISTRATION

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