

MANAGEMENT/ADMINISTRATION

UAE HR Law Certification

International standard for administrative investigation into irregularities According to the law of HR of Dubai, the federal authority & regulations decree human resources.

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.

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

- ✓ Federal authority of UAE HR
- ✓ HR Organizational Structure
 - Organizational structure, budget functions, types of employment, appointment & qualification, preparation period, special need people appointment. New Candidates position from outside the ministry or the federal side. Labor Contract types,
 - Allowances and bonus , salaries grades, retired Systems.
 - Movement, delegation, scars and lending.

- Performance, bonuses, Key performance indicators KPI & rewards.
- Career promotions, , financial, special promotions controls
- training and development, - public policy - training analysis - scholarships - scholarship duties & allocation - scholarship authority - scholarship dispatch conditions ,duration and Period .
- official missions and training dispatch
- Vacations, annual Leave, sick Leave, maternity Leave, mourning Leave, Haj Leave, Training rulings and controls, leave without pay, outside Patients escort.

- ✓ Institutional culture
 - Business relations, personal behavior, legislation commitment, information disclosure, customer service, gifts and corruption, bribery, benefit conflict, relatives hiring, public Assets maintaining & observance.
- ✓ Safety & Healthy
 - Health and Safety Policy and the Environment, ministries responsibilities, staff responsibilities.
- ✓ Irregularities functional
 - General principles - initial investigation - investigating committee - violate procedures - Management sanctions and measures investigation - administrative investigation constitution - investigation carrying out - General Conditions.
 - Grievances - Provision policy - grievances Committee - decisions remonstrate - objections statement, grievances Committee Procedure.
 - Working hours irregularities, alternation shifts, signature violations , attendance violations.
 - Compensation for weekends, holidays, overtime.

- ✓ Takedown
 - termination, end the service in charge , retirement, resign, resignation, incompetence Health termination, functional incompetence, offense administrative decision, contracts dissolution, restructuring termination, death.
 - End of service gratuity

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