

A large, light gray fingerprint graphic is centered in the background of the page.

# aPHRi™

## Training Course

---

Certification provided by  HR  
CERTIFICATION  
INSTITUTE™

# Why Bakkah?

**Is a Saudi management consulting and education company that offers a wide range of products and services. We develop solutions tailored to our customer's needs.**

Our team of highly experienced, certified professionals help your reach the best decisions that ensure you realize optimum business profits by delivering projects on time, cost, and quality. We pride ourselves in having the skills and knowledge based on best industry practices that enable us to provide a myriad of solutions for business strategy to the most functional and operative areas.





## Course Objective

- The Associate Professional in HR – International (aPHRi™ training course) is a globally relevant credential that is designed for professionals who are just beginning their HR career journey and proves their knowledge of foundational Human Resources. It is meant for entry level HR practitioners with no professional experience.
- This type of certification is important for HR professionals in their early careers to understand and test their basic knowledge of HR.



## Course Methodology

### Online Training



4 Days - Online Training



Exam Simulation



Group Activities after each lesson.



Access to additional References – Glossary/ Recommended Reading/ Syllabus.



Material language will be in English.



Discussion language will be in both English and Arabic.



## Targeted Audience



Beginners in human resource.



The person who wants to know the human resources functions.



Those working in human resources who are interested in professional development and progress in their careers.



## Course Outline



### HR Operations

- Organizational strategy and its connection to mission, vision, values, business goals, and objectives
- Organizational culture (for example: traditions, unwritten procedures)
- Legal and regulatory environment
- Confidentiality and privacy rules that apply to employee records, company data, and individual data
- Business functions (for example: accounting, finance, operations, sales, marketing)
- HR administration, policies, and procedures (for example: personnel management, progressive discipline)
- HR Metrics (for example: cost per hire, time to recruit, turnover rate)
- Tools to compile data (for example: spreadsheets, statistical software)
- Methods to collect data (for example: surveys, interviews, observation)
- Reporting and presentation techniques (for example: histogram, bar chart)
- Impact of technology on HR (for example: social media, monitoring software, biometrics)
- Employee records management (for example: electronic/paper, retention, disposal)
- Reporting requirements about the workforce (for example: new hires, involuntary/voluntary termination)

- Purpose and function of Human Resources Information Systems (HRIS)
- Job classifications (for example: hourly, salary, full-time, part-time, contractor)
- Job descriptions
- Reporting structure (for example: matrix, flat, organizational charts)
- Types of external providers of HR services (for example: recruitment firms, benefits brokers, staffing agencies, consultants)
- Communication techniques (e.g., written, oral, email, intercultural awareness)



## Recruitment & Selection

- Applicable laws and regulations related to recruitment and selection (for example: work authorization, job requisition, job postings)
- Applicant databases
- Recruitment sources (for example: employee referral, social networking/social media, company website)
- Recruitment methods (for example: advertising, job fairs, university)
- Alternative staffing practices (for example: recruitment process outsourcing, job sharing, remote workers)
- Interviewing techniques (for example: structured, non-structured, behavioral, situational, panel)
- Pre- and post-offer activities (for example: background checks, medical exams)
- Orientation and on-boarding (for example: logistics, introducing culture, facilitating/training)



## Compensation and Benefits

- Applicable laws and regulations related to compensation and benefits, such as monetary and non-monetary entitlement, wage and hour, and privacy (for example: tax treatment)
- Pay structures and programs (for example: variable, merit, bonus, incentives, non-cash compensation, pay scales/grades)
- Total rewards
- Benefit programs (for example: health care plans, flexible benefits, pension scheme, health and fitness programs)
- Payroll terminology (for example: pay schedule, vacation, leave, paid time off [PTO])
- Data collection for salary and benefits surveys
- Insurance claims, filing, or processing requirements (for example: workers' compensation, disability benefits)
- Work-life balance practices (for example: flexibility of hours, telecommuting, sabbatical)

## Human Resource Development and Retention

- Human Resource Development and Retention
- Applicable laws and regulations related to training and development activities (for example: acquiring and maintaining relevant credentials, qualified providers)
- Training delivery format (for example: virtual, classroom, on-the-job)
- Techniques to evaluate training programs (for example: participant surveys, pre- and post-testing, action plan)
- Career development practices (for example: succession planning, dual career ladders)
- Performance appraisal systems (for example: timelines, ranking, rating scales)
- Performance management practices (for example: setting goals, feedback, mentoring)



## Employee Relations

- Applicable laws affecting employment environments, labor relations, and privacy
  - Employee and employer rights and responsibilities (for example: privacy, substance abuse)
  - Methods and processes for collecting employee feedback (for example: employee attitude surveys, focus groups, exit interviews)
- 
- Workplace behavior issues (for example: absenteeism, aggressive behavior, employee conflict, workplace harassment)
  - Methods for investigating complaints or grievances (for example: employee and employee, employee and manager, employee and company)
  - Progressive discipline (for example: verbal or written warnings, escalating corrective actions, termination)
  - Off-boarding or termination activities (for example: exit interviews, hand over process, end of service benefits, non-compete or non-solicitation)
  - Employee relations programs (for example: recognition, special events, diversity programs)
  - Workforce reduction and restructuring terminology (for example: downsizing, mergers, relocation, assignments, transfers)

## Health, Safety, and Security

- Applicable laws and regulations related to workplace health, safety, security, and privacy (for example: health and safety training, security compliance)
- Risk management in the workplace (for example: emergency evacuation procedures, health and safety, employee violence, emergencies)
- Security risks in the workplace (for example: data, materials, or equipment theft; equipment damage or destruction; cyber crimes; password usage)



☎ 9 2 0 0 0 3 9 2 8  
☎ 1 1 2 1 0 1 1 4 1  
f t i /BAKKAHINC  
✉ contactus@bakkah.net.sa  
🌐 www.bakkah.net.sa

