



INSIGNIA SEMINARS & CONFERENCE ORGANIZERS LLC

NON - TECHNICAL TRAINING PLAN

Note: All our courses can be conducted On Site/In-House/or in Dubai, Abu Dhabi, Amman, Istanbul, Kuala Lumpur or as per client's request.

No.	Course Title	Duration	
Human Resources Training Programs			
HR001	Advanced Strategies in Employee Relations: HR Best Practices for Managing Your Most Problematic Employees and Reducing Workplace Conflict	5 Days	
HR002	Assessing Training & Development Needs to Support Business Goals	5 Days	
HR003	Developing and Implementing Effective Affirmative Action Programs	5 Days	
HR004	How to Elevate HR to a Strategic Partner in Your Business	5 Days	
HR005	How to develop and Manage Competency Assurance Development Programs?	5 Days	
HR006	Human Resources Management	5 Days	
HR007	Human Capital Asset Management	5 Days	
HR008	Job Analysis, Evaluation/ Assessment Techniques	5 Days	
HR009	Office Management & Administration Skills Professional Workshop	5 Days	
HR010	Organization and Workforce Planning	5 Days	
HR011	Professional Job Behavior & Job Performance for Admin & Technical Assistants	5 Days	
HR012	The Recruitment & Selection Workshop	5 Days	



HR013	The Successful Training Administrator: Essential Skills for Effective Training Administration	5 Days	
HR014	Train the Trainer: From Design to Delivery	5 Days	
HR015	Understanding the Complete Training Cycle: Best Training Practices: Planning, Designing & Implementation	5 Days	
HR016	Writing HR Policies and Procedures	5 Days	