

# CIPD



## CIPD short courses Catalogue

## About the CIPD

We've been championing better work and working lives for over 100 years. We help organisations thrive by focusing on their people. We collaborate to shape work that is better for everyone. We want to see good work within inclusive and responsible businesses, making our economies and societies stronger. In our changed and changing world of work, the need to deliver on this has never been more urgent.

We're the professional body leading and supporting the people profession. We set the standards, build capabilities, and connect our global community of HR, L&D, OD and all people professionals. Through our Royal Charter, only we can award internationally recognised chartered status. We offer qualifications and learning programmes that develop our general and specialist practitioners.

With almost 160,000 members globally - and a growing community using our research, insights, and learning - we provide a strong voice for our profession. We work with governments and organisations to campaign for better work. We help people managers support their diverse teams to get the best out of their people, meeting the demands of changing workplaces and working practices.

Our charitable status means we provide an inclusive community and independent voice across the world. We lead debate, challenge when it matters and use our influence for the better. We see a future where work helps people find and develop their talents, and protects their wellbeing, so they can give their best. We want to improve work for all, strengthening the people profession and recognising their vital part in achieving this purpose.



## Short Courses



(Can be delivered both virtual and face-to-face)

1. Employee Experience
2. Introduction to HRM
3. Introduction to HRM - Arabic
4. HR Business Partnering
5. KSA Labour and Employment Law
6. UAE Labour and Employment Law
7. L&D as a Business Partner
8. Leveraging HR Analytics and Data
9. Mentoring skills for HR Professionals
10. Organisation Design in the GCC
11. Recruitment, Selection and Resourcing Talent
12. Reward Management
13. Strategic Workforce Planning
14. Talent Management Strategies that Drive Performance
15. Workforce Wellbeing Strategies

# Employee Experience

## Course Overview

How employees experience work is becoming increasingly more important as companies navigate unprecedented change and uncertainty whilst seeking to engage, motivate and retain their greatest asset - their people. This virtual programme will give participants an understanding of Employee Experience (EX), the benefits and motivations driving EX, and the different elements that make up an effective EX strategy. A final wrap-up webinar session will allow participants the opportunity learnings into practice and apply them to a relevant business situation.



## Key learning outcomes

- The concept of Employee Experience, including the link with Employee Engagement
- The benefits of having a strong Employee Experience
- The needs and motivation of employees
- How to map the employee journey
- The different elements that makeup Employee Experience
- The importance of culture and trust
- How to design and implement Employee Experience
- Tools for measuring Employee Experience

**Duration:** 3 days (6 hours each) + 1.5 hours wrap-up webinar

**Level:** Intermediate

## Introduction to HRM

### Course overview

HR helps organisations achieve business goals and strategic objectives. This highly informative, course is based on the Foundation's level of the CIPD's new Profession Map. The new People Profession Map sets the international standards for people professionals to make their greatest impact and thrive in a changing world of work. This short course will help practitioners to see what's expected of a great people professional and how to be the best practitioner they can be. The programme is designed for learners to explore tools and techniques to hone their fundamental HR skills and turn learning into valuable action.



### Key learning outcomes

- Learn how to recruit, train and develop employees
- Gain practical knowledge on why and how to reward employees fairly, using both financial and non-financial systems
- Focus on what keeps employees engaged at work so they're motivated and productive
- Develop the confidence and knowledge you need to become a more effective HR professional and support organisational performance

## Introduction to HRM - Arabic

(Same as above, delivered in Arabic)

## HR Business partnering

### Course overview

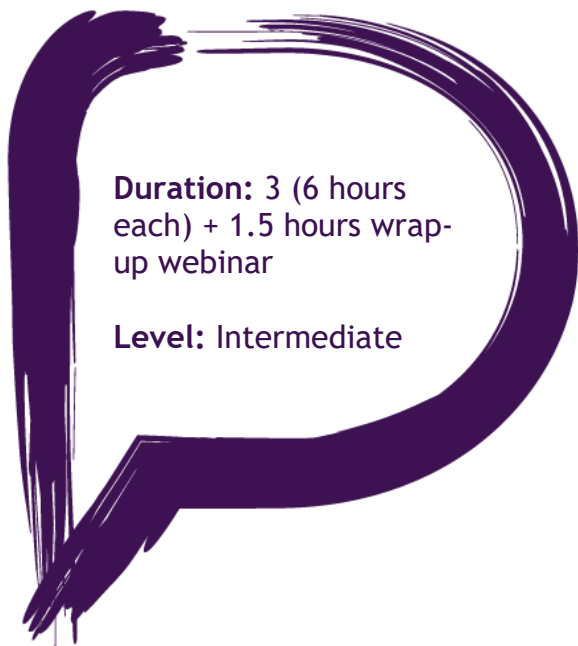
With this CIPD short course, you'll gain a deep understanding of the role of modern HRBPs and walk away with practical tools to maximise your influence and impact on the business. Live virtual programmes are designed with adult learning philosophies in mind, ensuring you retain the learning, put it into practice and build connections with your peers in the region.

### Key learning outcomes

- Appreciate the trends of the future of work
- Understand the 4 foundations of business-savvy
- Identify the role of the HR Business Partner superstar
- Generate insight from data for an insight-led approach
- Speak the language of business
- Identify stakeholders and influence with impact
- Apply different coaching/mentoring approaches
- Become a credible organisation trusted advisor

**Duration:** 3 (6 hours each) + 1.5 hours wrap-up webinar

**Level:** Intermediate



# KSA Labour and Employment Law

## Course overview

Delivered in partnership with leading law firm Clyde&Co, this course prepares HR practitioners to successfully handle common labour law issues and mitigate the impact of unforeseen events while protecting the rights of their workforce - from recruitment to termination. Updated in November 2021, this course covers all the latest KSA labour and employment law developments initiated over the past year, when the Kingdom announced series of major economic and social legal reforms that were slowly revealed throughout the year.



## Key learning outcomes

- Gain a thorough understanding of the latest changes and updates
- Understand the impact of employment law at the start of the employment relationship
- Recognise the main rights that the employee has during the employment relationship
- Identify the issues to address at the termination of the employment relationship

**Duration:** 2 (6 hours each)

**Level:** Intermediate

# UAE Labour and Employment Law

## Course overview

Delivered in partnership with leading law firm Clyde&Co, this course prepares HR practitioners to successfully handle common labour law issues and mitigate the impact of unforeseen events while protecting the rights of their workforce - from recruitment to termination. The programme has been updated to reflect the November 2021 updates on employment contracts and their implications for employers, when over 40 laws were included in the changes, which together represent the largest legal reform in the nation's 50-year history, including antidiscrimination, equal pay, new fixed-term contracts and more.



## Key learning outcomes

- Gain a thorough understanding of the latest changes and updates
- Ensure business continuity while serving all stakeholders
- Understand the impact of employment law at the start of the employment
- Recognise the main rights that the employee has during the employment period
- Identify the issues to address at the termination of the employment

**Duration:** 2 days (6 hours each)

**Level:** Intermediate



## L&D as a Business Partner

### Course Overview

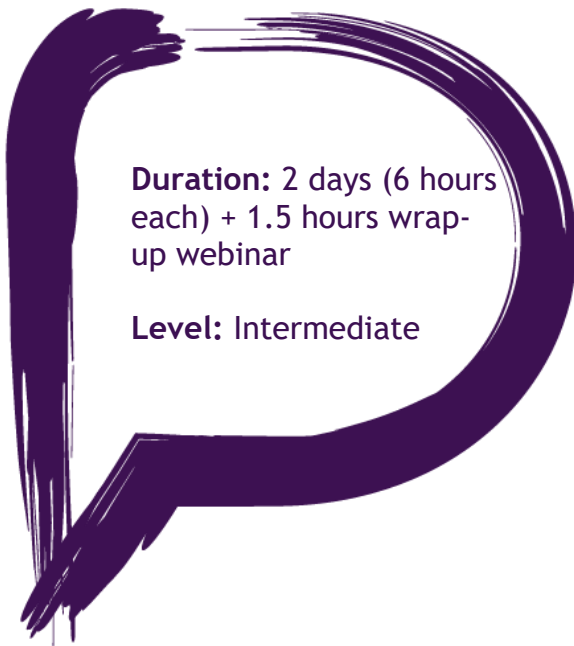
Workplace learning continues to evolve, bringing along not just challenges and opportunities, but also the need for L&D to constantly develop their skills to meet the demands of its people. An effective business partner needs to understand their business problems, and master stakeholder engagement. Using a holistic approach, this two-day course will help you boost your own credibility with fellow senior managers operating at strategic levels within a company, and further develop your business partnering skills. You will learn to work closely with the business by designing L&D systems and interventions addressing strategic business issues.

### Key learning outcomes

- Align and integrate L&D policies and practices with other organisation practices to support business outcomes
- Understand and explain the contribution L&D can make to an organisation
- Position L&D in relation to the strategy of an organisation
- Implement L&D policies, set and evaluate business performance standards

**Duration:** 2 days (6 hours each) + 1.5 hours wrap-up webinar

**Level:** Intermediate



# Leveraging HR Analytics and Data

## Course overview

As an HR professional in a data-driven world, you must be up to date with the latest advancements in data analytics and how they apply to people management. In today's fast changing environment, expertise in people analytics is among the most in-demand skill sets in HR. Organisations all over the world are turning to human capital analytics to gain a deeper understanding of their workforces and improve the quality and credibility of HR decision-making. This programme provides an in-depth introduction to HR analytics and gives you the tools to enable you to leverage maximum employee value and potential.



## Key learning outcomes

- Linking HR data to business outcomes
- Presenting HR data for impact, influence and credibility
- Building the business case for analytics • Demonstrating the credibility and value added by HR through analytics
- Using analytical insights to improve HR & leadership decision making process
- Defining the right data analytics approach

**Duration:** 2 days (6 hours each) + 1.5 hours wrap-up webinar

**Level:** Intermediate

# Mentoring Skills for HR Professionals

## Course overview

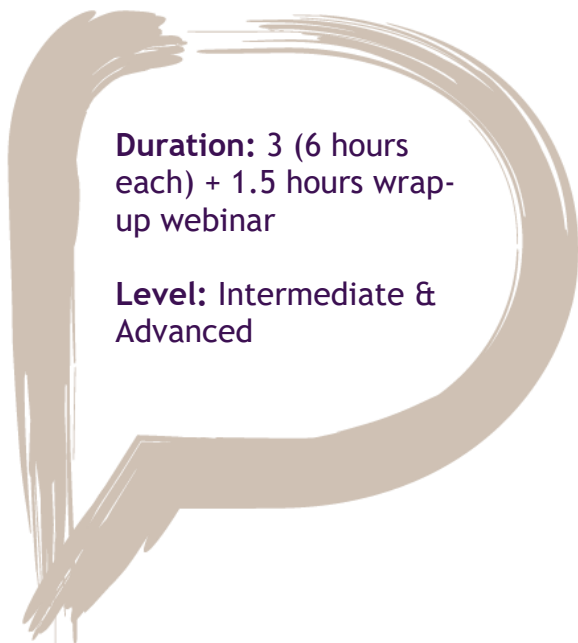
As we continue to manage teams virtually, coaching and mentoring can be effective approaches to developing employees. With this CIPD short course, you'll gain a deep understanding of coaching & mentoring principles, explore how they can drive performance and walk away with practical tools to better support your business objectives.

## Key learning outcomes

- Understand the nature of coaching and mentoring and how each can be applied to of HR professionals
- Recognise where coaching and mentoring approaches can be applied in the work support organisational objectives
- Grasp the concept of directive and non-directive coaching and mentoring
- Assess your organisation's readiness for coaching and mentoring
- Recognise the characteristics of an effective coaching culture
- Implement appropriate tools and techniques to support the process
- Design an effective coaching and mentoring programme
- Apply coaching & mentoring principles in interactions

**Duration:** 3 (6 hours each) + 1.5 hours wrap-up webinar

**Level:** Intermediate & Advanced



# Organisation Design in the GCC

## Course overview

In today fast-changing world aligning the structure of an organisation with its objectives has become a hard task for HR and OD professionals to navigate. Organisation design is the basis for any change within an organisation to improve efficiency and effectiveness. To do this successfully, you will need to control your organisation structure, maintain and manage your positions and reporting lines. This practical organisation design course will help you deal with the challenge of reorganising, restructuring, or changing other aspects of your organisation. It is built on five case studies of GCC companies which contextualises the specific organisation design challenges faced by national and expat HR and OD practitioners. It gives you straightforward frameworks and practical tools to design an effective organisational structure and how it fits within the context of broader organisational development work.



## Key learning outcomes

- Define what organisation design is and differentiate between organisation development
- Use organisation design terminology and translate design models into practical concepts
- Appreciate how and when to use system and change models in organisation design
- Apply the 6 step organisation design thinking process
- Relate relevant GCC case studies to what works in practice
- Apply learning from a large regional organisation's 10 year design journey
- Use part of the 6 step process to their own organisation design challenges
- Make a commitment to their personal development as an organisation design practitioner

**Duration:** 4 days (6 hours each) + 1.5 hours wrap-up webinar

**Level:** Intermediate & Advanced

# Recruitment, Selection and Resourcing talent



## Course overview

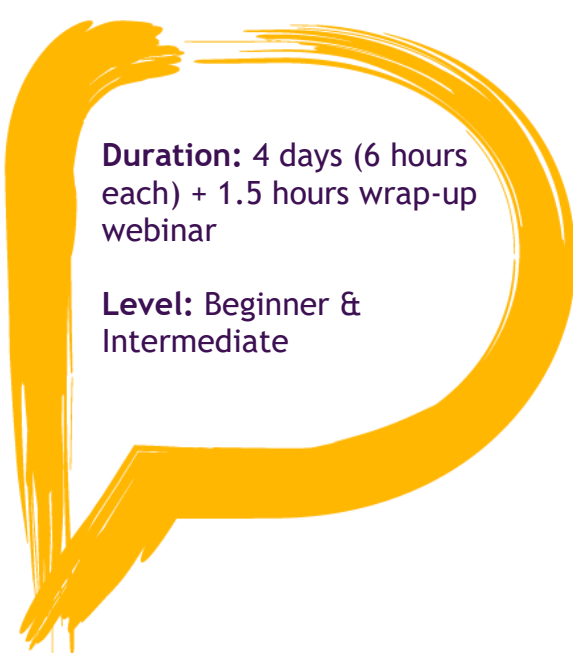
---

This highly effective course provides an overview of the recruitment, selection and resourcing process, including preparation for, and practical experience of, conducting interviews. Through practical application, gain the essential tools for different recruitment and selection methods, learn about the legal context of recruitment and selection, and how to select appropriate recruitment channels. The group discussions and practical application of your skills developed over the three days will enable you to understand how best to construct job descriptions and person specifications, and ascertain suitably effective induction processes.

## Key learning outcomes

---

- Explain the factors that affect an organisation's talent planning, recruitment and selection policy
- Identify appropriate recruitment and selection methods
- Contribute to the recruitment and selection interviewing process for a job role
- Demonstrate an understanding of the importance of effective induction.



**Duration:** 4 days (6 hours each) + 1.5 hours wrap-up webinar

**Level:** Beginner & Intermediate

# Reward Management

## Course overview

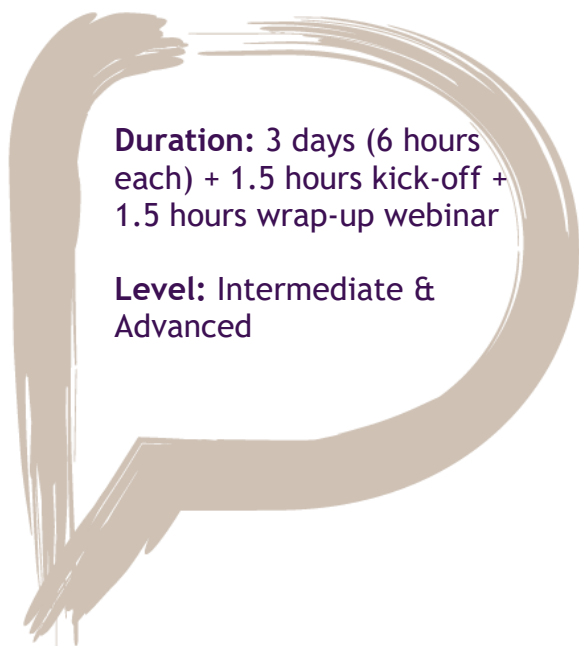
Far more than just paying people competitively, reward management is a cornerstone of the people function, sitting at the heart of employee engagement and performance. This course is designed to give HR professionals the ability to align reward strategy and practices with both the long-term business outlook and short term challenges and opportunities. It also provides in-depth coverage of all key components of reward processes and practices to empower you to decide on best fit for your organisation.

## Key learning outcomes

- Develop appropriate reward strategies, taking into account key business, organisational and people issues as well as contemporary external influences
- Understand the motivational impact of reward and how it drives engagement, performance, contribution and retention
- Recognise the significance of non-financial reward in the employee value proposition
- Evaluate incentive schemes and the different approaches to individual and group incentives
- Understand reward management design principles underpinning grading, pay structures, pay progression methods and employee benefits
- Appreciate the principles of executive remuneration

**Duration:** 3 days (6 hours each) + 1.5 hours kick-off + 1.5 hours wrap-up webinar

**Level:** Intermediate & Advanced



# Strategic Workforce Planning

## Course overview

In order to ensure the right people have the right skills at the right time, place and cost, workforce planning needs to be evidence-based. Featuring the use of interactive tools and techniques to run analyses across component elements of both demand and supply criteria, this programme provides good practice case studies on how these models work in practice.

## Key learning outcomes

- Understand the relationship between business and people strategy
- Assess and anticipate external market factors to mitigate people risks
- Use the techniques and tactics applicable to workforce planning
- Reflect on global best practice case studies across private and public sectors
- Develop action plans to identify critical roles to improve recruitment and retention
- Implement robust workforce plans



**Duration:** 3 (6 hours each) + 1.5 hours wrap-up webinar

**Level:** Intermediate & Advanced

# Talent Management Strategies that Drive Performance

## Course overview

---

This course will help you develop a business case and strategy for world-class talent management and development in your organisation. There is a particular focus on developing leadership talent at all levels, whilst demonstrating the impact and value of this for the organisation. From aligning your talent approach to your organisation's strategy, to choosing the right talent tools, techniques and technologies, you'll find this course both strategic and practical.



## Key learning outcomes

---

- Define your drivers and make a clear business case for talent management
- Choose the right talent tools, techniques and technologies
- Develop leadership skills at all levels
- Evaluate talent development initiatives and demonstrate ROI and ROE

**Duration:** 3 days (6 hours each) + 1.5 hours wrap-up webinar

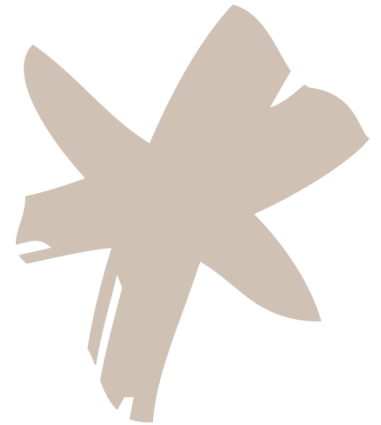
**Level:** Intermediate & Advanced



# Workplace Wellbeing Strategy

## Course overview

As organisations face new challenges from the global pandemic, looking after employees' well-being is more critical than ever. As employees have to adapt to constantly shifting priorities, and manage a blurred line between their work and their personal lives, many are grappling with anxiety and concerns around their physical, mental or financial wellbeing. Implementing a holistic wellbeing strategy allows organisations to keep their teams engaged and enhance collaboration and productivity. This practical course provides you with the knowledge and skills to develop holistic wellbeing strategies.



## Key learning outcomes

- Define wellbeing, describe strategy and explore current models
- Understand specific challenges in today's uncertain context
- Understand remote working (referencing remote working, psychological wellbeing and leadership through Covid-19)
- Examine how leadership with a highly developed wellbeing capability influences employees' motivation perception and emotions
- Explore how to integrate personal and professional wellbeing in your organisation
- Choose an approach that fits with your organisation
- Develop a practical framework for wellbeing at work
- Identify measures of effectiveness and review next steps

**Duration:** 2 (6 hours each) + 1.5 hours wrap-up webinar

**Level:** Beginners & Intermediate


## Why choose CIPD live virtual programmes?

Learn with the  
professional body  
for people

It's social

It's highly  
interactive

It's applicable



Chartered Institute of Personnel and  
Development 151 The Broadway London  
SW19 1JQ  
United Kingdom

T +971 (0)4 275 6902

E [training@cipd.ae](mailto:training@cipd.ae)

W [cipd.org/ae](http://cipd.org/ae)