



# Business Professionals Education Centre

## Training Plan 2022

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# Why choose BPEC?

Our strength lies mainly in our focus on academic success and the student experience, and creative activities that engage students. The plan seeks to distinguish BPEC as one of the leading student-centered institutions. We will also focus on enhancing student support excellence through responsive teaching and learning advancements, and academic program innovation.



## Our Mission

We exist to ensure equality in education through providing high quality education programs responsive to the needs of today's dynamic business environment. We equip students with knowledge, skills, and expertise to ensure that they add value and maintain stability in the regional marketplace and ensure they move forward in their social and professional life. Our approach leads to unsurpassed achievements manifested by our candidates' employability and remarkable results.



## Our Vision

The preferred education institute in the GCC region and bridging the gap between graduates and the workforce. Through our approach, we explore the full potential of the learner, cultivate minds and skills, empowering candidates through knowledge and application.



# Human Resources

Activity	Course Code	Course Title	# of Days
Human Resources	HR01	Building and Managing Employee Relation	3
	HR02	Rewards Management: Compensation Packages and Salary Structures	3
	HR03	Advanced Compensation and Benefits Management	4
	HR04	Competency Based Frameworks	4
	HR05	Engagement of employees and Organizational	3
	HR06	Employee Engagement and Motivation	3
	HR07	How to Write HR Policies and Procedures	5
	HR08	Human Resources Performance Improvements	3
	HR09	Job Analysis and Job Description Techniques	4
	HR10	Organizational Change and Development	4
	HR11	Recruitment Skills and Interviewing Techniques	4
	HR12	Strategic Human Resources (HR) Management	5
	HR13	Talent Management: Prepare yourself to the next career move	4
	HR14	Consulting Skills for HR Professionals	4
	HR15	Tendering Procedures and Bid Evaluation	4
	HR16	Middle Management Skills	4
	HR17	Advanced Management Skills	5
	HR18	Effective Leadership	4
	HR19	Coaching and counseling tools management	5
	HR20	Coaching and counseling tools skills	4
	HR21	strategic crises management	5

	HR22	driving performance team	4
	HR23	Performance development plans	5
	HR24	Change Management skills	4
	HR25	Organization Planning Skills	3
	HR26	Problem Solving and decisions making	3
	HR27	Analyzing Employees Performance	3
	HR28	Comprehensive employee skills	3
	HR29	Negotiation and Conflict Management Skills	3