



معهد ام ان ار تالينت أند سكل ديفولوبمنت  
MNR Talent and Skills Development Institute



## Spring 2016 HRBP Schedule

September 2016 / March 2017 Testing Window

Module	Topic	Saturday 10:00am-4:00pm
	Orientation Session	<b>6-February Saturday 6pm-8pm</b>
<b>Module 1</b>	<b>HR Administration (22%)</b>	
Sec 1:1	Strategic HR Management and Business Trends	<b>13-Feb</b>
Sec 1:2	Gathering, Measuring and Reporting HR Data	
Sec 1:3	Workforce Planning and Employment Strategies	
Sec 1:4	Change Management and Business Process Improvement for HR Professionals	
Sec 1:5	Organizational Policies, Procedures and Regulations	
<b>Module 2</b>	<b>Recruitment and Selection (22%)</b>	
Sec 2:1	Workforce Planning and Staffing	<b>20-Feb</b>
Sec 2:2	Job Analysis and Documentation	
Sec 2:3	Recruitment	
Sec 2:4	Selection	<b>27-Feb</b>
Sec 2:5	New Hire on Boarding	
Sec 2:6	Recruitment Metrics	
<b>Module 3</b>	<b>Employee Relations and Communication (20%)</b>	
Sec 3:1	Communication in the Workplace	<b>27-Feb</b>
Sec 3:2	Laws Affecting Employee and Labour Relations	<b>5-Mar</b>
Sec 3:3	Creating a Positive Work Environment	
Sec 3:4	Managing Employee Behaviour Issues	
<b>Module 4</b>	<b>Compensation and Benefits (14%)</b>	
Sec 4:1	Total Rewards	<b>5-Mar</b>
Sec 4:2	Compensation	<b>12-Mar</b>
Sec 4:3	Benefits	
<b>Module 5</b>	<b>Training and Development (15%)</b>	
Sec 5:1	Training	<b>12-Mar</b>
Sec 5:2	Performance Management	
Sec 5:3	Career Development	<b>19-Mar</b>
<b>Module 6</b>	<b>Health, Safety and Security (7%)</b>	
Sec 6:1	Health, Safety and Security	<b>19-Mar</b>
Sec 6:2	Employee Health	
Sec 6:3	Employee Safety	
Sec 6:4	Workplace Security	<b>26-Mar</b>
<b>RS</b>	<b>Review Session</b>	<b>26-Mar</b>
<b>FE</b>	<b>Final Mock Exam</b>	<b>2-Apr</b>

The Above Schedule is subject to change without prior notification, please contact our office for further details.

Last Updated: 23 Dec 2015

**MNR Talent and Skills Development Institute**

3rd Floor, Al Ahli Bank of Kuwait Building,

Abu Bakr Siddique Road, Deira, Dubai, PO Box 15129

Tel: +971 4 2681242 Web: [www.mnrtsdi.ae](http://www.mnrtsdi.ae) Email: [contact@mnrtsdi.ae](mailto:contact@mnrtsdi.ae)