



شركة ميرك العربية السعودية  
MEIRC Saudi Arabia

## Developing people in the workplace

### Duration 3 Days

### About Oasis Training Center

The Oasis Training Center is licensed by the Ministry of Labour and registered with Tamkeen to provide training courses in the Kingdom of Bahrain. The center is owned and managed by Dr. Suzanne White and our team of trainers is of the highest caliber, many of whom have been teaching at universities in their field.

### Objectives

- On this 3day course you will learn to plan the personal development of individuals in the workplace.

### Course Outline

1. Examining the expectations and requirements of people
2. Determining groups and individuals for whom the manager has responsibility
3. Diversity in the workplace
4. Understanding the causes of conflict in the organization
5. Promotion of work/life balance
6. Administering people in accordance with guidelines and career pathways
7. Being aware of and understanding organizational policies (diversity, substance and alcohol abuse etc.)
8. Understanding the variety of documentation required to manage people
9. Managing career development of people
10. Support structures within the organization
11. Techniques for managing interpersonal conflict
12. Techniques for supervision and formal appraisal
13. Methods of ensuring fair and objective assessment/appraisal
14. Methods to monitor, evaluate and record individual feedback
15. Reporting performance appraisal including the importance of confidentiality
16. Promotion of a healthy life-style
17. Learning styles and the range of training/development opportunities available
18. Mechanisms to provide appropriate feedback to individuals
19. Career development strategies
20. Appropriate recording systems