



# CHRD<sup>®</sup>

## CERTIFIED HUMAN RESOURCES DIRECTOR

Date	16-18 April 2017
Location	King Road Tower 27th Floor, Malik Road Jeddah, Saudi Arabia
Expert Trainer	Rolf Hartung

## PROGRAM OVERVIEW

The Certified Human Resources Director (CHRD) Program trains HR Managers to broaden the understanding of Human Resources in the area of Business Support.

It prepares managers to better understand themselves and how they can be a charismatic person of influence.

The Program also enables the participants to consult their management team in all areas of people development, and to actively create and lead the implementation of competency profiles.

Inspiring people by Coaching and using the Coaching approach for the Management as well will help HR Managers to be more successful in their role and how they are seen by the senior leadership team.

## PROGRAM OBJECTIVES

- Defining the Competencies and practicing how to use them
- Learning how to be a leading HR Consultant
- Coaching your Team towards an increased level of performance
- Experiencing how to be a person with charismatic influence
- Understanding and reflecting the magic of Communication in HR

## PARTICIPANTS

This 3-day Program is designed for the following leaders and senior executives from diverse company and government departments and divisions with at least 3 years of experience in HR and Team Management :

- Human Resources Managers and Directors
- Senior Managers and Executives
- Human Resources Business Partners
- Senior Project Managers
- Talent Management Specialists

## TRAINING APPROACH

This Program is an instructor-led, workshop-based environment. The instruction is a blend of lecture, application, individual and team-based exercises. There is additionally 20 hours recommended of self-study to apply knowledge and skills learned in the Program to their daily work and to go through the final written exam at the end of the Program.

## PROGRAM SCHEDULE

Registration on the first day starts at 8:30 am.  
The Program hours are from 9:00 am to 4:00 pm.  
Refreshments and lunch are offered during breaks.

## PROGRAM OUTLINE

### Leading by Influence

Foundational Concepts

- Defining Influence
- Chaos what is it / influence of Chaos

Awareness and Sensitivity

- Emotional Intelligence
- Influencing Others

Organizational Leader

- What Motivates Us (Human Needs)
- Why People Follow

Communication Skills

- Communication Magic
- Constructive Feedback
- Negotiations

### Competency Profiles

- Describe what a Competency is
- Know the different Competency Models
- Describe the importance of Competency Models
- Be clear on how and where to use Competency Models

### Talent Management - Consulting

- Consulting Sequence
- Consulting process, specific steps
- Identify Management needs and issues
- Help Management identify their stress points and capitalize on opportunities
- Appropriate consulting style
- Relationship skills
- Solution-focused services

### Coach your direct reports

- Fish or fishing rod
- Define Coaching
- Coaching for Performance
- 5 Step Coaching Process
- Practice

### Connecting the dots

- Consult on building a Competency Model
- Use your Influence (Know your Identity)
- Coach your Management in the Consulting Process

### Certification Exam

## CERTIFICATION EXAMINATION

Program success is valid by full attendance as well as the passing grade of 70% or higher on the Certification exam, demonstrating that the participant has successfully learned, retained, and can utilize the Program knowledge. The final Certificate is awarded and delivered by the GAFM, UBT, and CEC.



Rolf Hartung is founder of "Rolf Hartung: Talent Management Consulting" and certified as "NLP Master and Trainer DVNLP" & "Coach DVNLP" which focus on Human Change and Communication. As Certified Trainer, he holds a certification as "Project Manager" from the George Washington University, Washington, USA. With over 20 years of experience, he certified other instructors and drove a "Coach the Coach" Program. One of his special features lies within Organizational Development where he designed effective training programs for users across multiple responsibility levels and cultures. It includes the Development of Competency Profiles, Skill Driven Development Programs and the implementation of Premium Skills People Development Programs for different kind of jobs and their levels based on the Lominger Competencies as well as to evaluate training effectiveness.

His training programs and expertise range across a variety of bringing people to the expected competency level or to the next level of possible promotions. An additional asset is his long lasting experience in providing training in and making use of Neuro Linguistic Programming, to create and deliver Leadership & Communication Trainings, in close relation with HR. Most of his professional projects have been concentrated in People Development and Organizational Development accompanied by proven Leadership and People Management Skills Training. His most recent project has been the setting up of an Academic Program "How to find new talents" where he hired 30-60 new people per year from University worldwide to enable them to participate in a 6-month training program and guide them all along their new jobs. Rolf Hartung concentrates on approaching companies to step onto a higher ground, being convinced that individual values and believes are the key drivers for dealing with and creating positive change individually, in teams and within organizations.



## GAFM, CEC, UBT CERTIFICATION BENEFITS

- Gain Recognition from The Professional Global Certifying Body and Accreditation Council.
- US and Credential Recognition with US Credential Verification. Use of Board Certified Post Nominals and Designations after your name on your Business Card.
- Protect your job by achieving recognition from: an independent, vendor neutral, recognized and global authority.
- Enhance your digital resume a key membership and industry recognized certification.
- You can add GAFM to your Resume, Degree or Professional Licenses & Improve your professional image and salary potential.
- Request to Publish Research on our journal, publications, or website as a Certified Member.
- Assist the GAFM with its work with the United Nations, Accreditation Agencies, and Department of Labor.
- Obtain CPE continuing education easily from any of the 600+ Programs and Business schools that we recognize.
- Join our Global Members network and career tools.
- Members in more than 150 Countries with Global Professional Membership and Articulation Alliances.
- The GAFM Board has international alliances with Leading Associations in the Arab World, Asia, Africa, India, China, Asia, Singapore and more.
- The GAFM Official Approved Annual Conferences are TOP Global Conference on International Money, Tax, and Market Issues.
- Top Faculty from around the world are GAFM Members, Global Advisors and Fellows.
- Certification programs generally count for continuing education for legal, accounting and designations.

## ABOUT GAFM

The International Board of Standards for the Global Academy of Financial Management is an independent SRO Regulatory Organization Entity and worldwide professional society of management and financial practitioners.

The GAFM International Board of Standards is Accredited by the European TUV Technischer Überwachungs-Verein Österreichisch-Deutschen Gruppe and Certified/Accredited for ISO Quality Management Standards 9001 and ISO Certified 29990 for Global Training Standards.

It is also a founding member of the quality assurance standards memorandum of the CHEA International Quality Group.

GAFM is world recognized, an independent Board of Standards and Accreditation Council for professionals with members more than 150+ countries providing brand recognition for the graduate organization and for individual designations.

In the 22 Arab Nations, GAFM has a multi-year alliance with the Arab Leagues' Arab Academy as a professional alliance organization, which gives the GAFM authority to issue joint diplomas and professional certifications locally in the Arab World. GAFM has approved over 800 accredited government educational providers worldwide via the ACBSP Accreditation articulation alliance and consults directly to assist several governments, including USA, China, Brazil, as well as the United Nations.

GAFM Certifications are also recognized by the India Academy, Latin Consortium, and the African Economist Association.



## ABOUT UBT CEC

The Continuing Education Center (CEC) of the University of Business and Technology (UBT) is a leading international training institute for professionals and executives in career development and in various fields of business and management. Based in Jeddah, UBT is the first university dedicated to business and technology studies in Saudi Arabia.

Where knowledge is power, CEC aims to up-grade and up-date the know-how and expertise of those employees with respect to their various profiles, positions, career evolution and challenges.

## CONTACT CEC

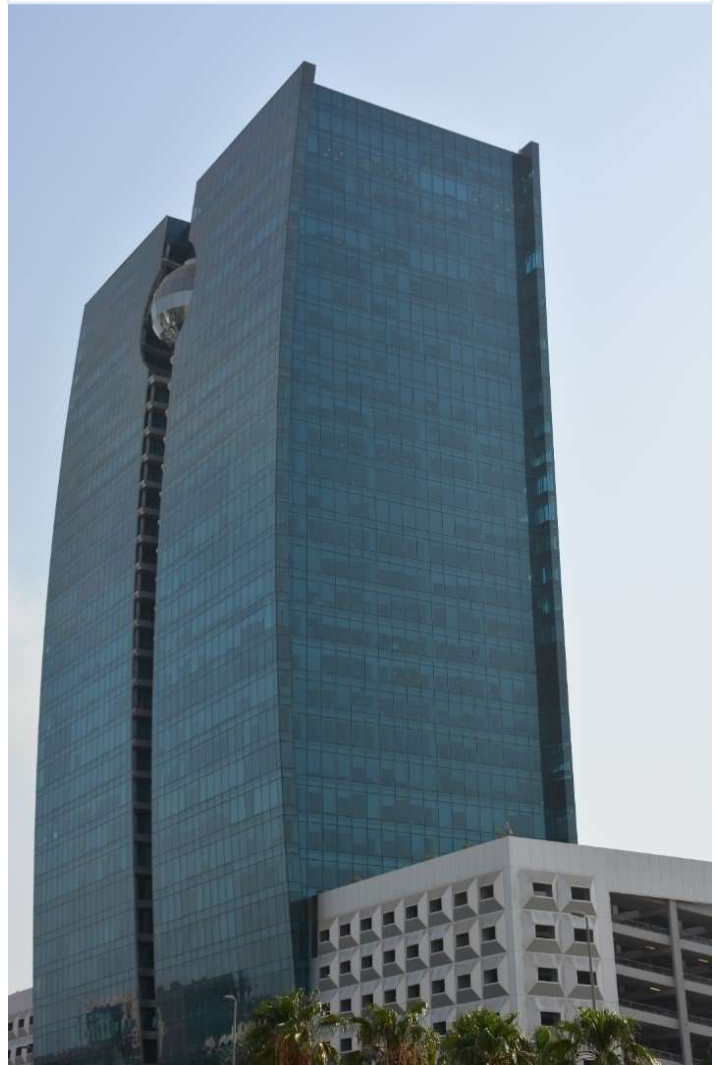
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## CEC, King Road Tower, 27<sup>th</sup> Floor Jeddah



### PROGRAM SCHEDULE

**16-18 April 2017: 9:00 am – 4:00 pm**

### PROGRAM FEES

**6500 SR  
(with Certification, instead of 11,000 SR)**