

SL.	CODE	COURSE TITLE	JOB CATEGORY	DURATION	TRAINING CATEGORY	VENUE
<b>HUMAN RESOURCES MANAGEMENT</b>						
1	HRM01	Setting up HR Department from the ground up	JC-2, 3, 4, 5	3 days	HR Management	Muscat
2	HRM02	HR Responsibility Matrix	JC-2, 3, 4, 5	3 days	HR Management	Muscat
3	HRM03	HR Organisational Structure with Key Function Responsibilities	JC-2, 3, 4, 5	3 days	HR Management	Muscat
4	HRM04	HR Workflow Processes	JC-2, 3, 4, 5	3 days	HR Management	Muscat
5	HRM05	HR Audits - Promoting Best Practice & Ensure Compliance	JC-2, 3, 4, 5	3 days	HR Management	Muscat
6	HRM06	The Complete HR Professional Toolkit	JC-2, 3, 4, 5	3 days	HR Management	Muscat
7	HRM07	Creating Company Training Plan & costed budget	JC-1, 2, 3, 4, 5	2 days	HR Management	Muscat
8	HRM08	The Role of Human Resources Department in a Company	JC-2, 3, 4, 5	3 days	HR Management	Muscat
9	HRM09	Employee Performance Review (Monthly) & Feedback	JC-2, 3, 4, 5, 6	3 days	HR Management	Muscat
10	HRM10	Effective Job Evaluation	JC-1, 2, 3, 4, 5	1 day	HR Management	Muscat
11	HRM11	Re-structuring the HR Department & HR Team	JC-2, 3, 4, 5	3 days	HR Management	Muscat
12	HRM12	Successful Managing Probation Period (90 Days)	JC-2, 3, 4, 5	3 days	HR Management	Muscat
13	HRM13	HR Employees: Daily Report vs. Planned	JC-1, 2, 3, 4, 5	1 day	HR Management	Muscat
14	HRM14	Managing HR Department on a day-to-day basis	JC-2, 3, 4, 5	3 days	HR Management	Muscat
15	HRM15	Affirmative HR action plans (AHRAP)	JC-1, 2, 3, 4, 5	1 day	HR Management	Muscat
16	HRM16	HR Strategic Business Plan (HRSBP)	JC-2, 3, 4, 5	3 days	HR Management	Muscat
17	HRM17	Introduction to Human Resource Management	JC-2, 3, 4, 5	3 days	HR Management	Muscat
18	HRM18	Actual HR Employees' Duties vs. Position Description	JC-2, 3, 4, 5	3 days	HR Management	Muscat
19	HRM19	Succession Planning	JC-2, 3, 4, 5	3 days	HR Management	Muscat
20	HRM20	Talent Management	JC-2, 3, 4, 5	3 days	HR Management	Muscat
21	HRM21	Tomorrow's HR Department	JC-2, 3, 4, 5	3 days	HR Management	Muscat
22	HRM22	Setting HR Team & Employee Goals using (SMART Method)	JC-2, 3, 4, 5	3 days	HR Management	Muscat
23	HRM23	The 30-60-90 Days HR Plan	JC-2, 3, 4, 5	3 days	HR Management	Muscat
24	HRM24	Human Resources Management – Level 1 for HR Beginners	JC-2, 3, 4, 5	3 days	HR Management	Muscat
25	HRM25	Human Resources Management – Level 2 for HR Professionals	JC-2, 3, 4, 5	3 days	HR Management	Muscat
26	HRM26	Human Resources Management – Level 3 for HR Managers	JC-2, 3, 4, 5	3 days	HR Management	Muscat
27	HRM27	Advanced Human Resource Management	JC-2, 3, 4, 5	3 days	HR Management	Muscat
28	HRM28	HR for People Managers	JC-2, 3, 4, 5, 6	3 days	HR Management	Muscat
29	HRM29	HR Tasks delegation Skills	JC-2, 3, 4, 5	3 days	HR Management	Muscat
30	HRM30	Managing poor performing employees	JC-2, 3, 4, 5, 6	3 days	HR Management	Muscat
31	HRM31	Strategic HR Business Partner (SHRBP)	JC-2, 3, 4, 5	3 days	HR Management	Muscat
32	HRM32	Preparing to Manage Human Resources	JC-2, 3, 4, 5	3 days	HR Management	Muscat

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<b>HUMAN RESOURCES MANAGEMENT</b>						
33	HRM33	Managing your HR team accountability	JC-2, 3, 4, 5	3 days	HR Management	Muscat
34	HRM34	The Role of the Senior HR Manager	JC-2, 3, 4, 5	3 days	HR Management	Muscat
35	HRM35	9-Box Talent Review Grid	JC-2, 3, 4, 5	3 days	HR Management	Muscat
36	HRM36	The Role of the Human Resources Generalist	JC-2, 3, 4, 5	3 days	HR Management	Muscat
37	HRM37	Developing Your Direct Reports	JC-2, 3, 4, 5, 6	3 days	HR Management	Muscat
38	HRM38	Building Competency Frameworks	JC-2, 3, 4, 5	2 days	HR Management	Muscat
39	HRM39	Creating Great Job Descriptions	JC-2, 3, 4	2 days	HR Management	Muscat
40	HRM40	For New HR Manager	JC-2, 3, 4, 5	3 days	HR Management	Muscat
41	HRM41	HR Cost Reduction	JC-2, 3, 4, 5	3 days	HR Management	Muscat
42	HRM42	Total Rewards	JC-2, 3, 4, 5	3 days	HR Management	Muscat
43	HRM43	The Role of the Recruitment Specialist	JC-1, 2, 3	2 days	HR Management	Muscat
44	HRM44	People analytics and reporting	JC-2, 3, 4	2 days	HR Management	Muscat
45	HRM45	Holding Your Team Accountable	JC-2, 3, 4, 5, 6	2 days	HR Management	Muscat
46	HRM46	The Role of the Talent Acquisition Professional	JC-1, 2, 3	2 days	HR Management	Muscat
47	HRM47	HR for Non-HR Managers	JC-2, 3, 4	1 day	HR Management	Muscat
48	HRM48	Interviewing Skills for Effective Recruitment and Selection	JC-2, 3, 4	2 days	HR Management	Muscat
49	HRM49	The Role of the Compensation and Benefits Professional	JC-1, 2, 3	2 days	HR Management	Muscat
50	HRM50	Internal Salary Survey & Benchmarking for HR Professionals	JC-2, 3, 4	2 days	HR Management	Muscat
51	HRM51	HR Meetings (Progress vs. Objectives)	JC-2, 3, 4	2 days	HR Management	Muscat
52	HRM52	The Role of the HR Business Partner (HRBP)	JC-2, 3, 4	2 days	HR Management	Muscat
53	HRM53	SMART Performance Management	JC-1, 2, 3, 4	2 days	HR Management	Muscat
54	HRM54	The Future of HR: Re-engineering the experience employees	JC-2, 3, 4	2 days	HR Management	Muscat
55	HRM55	HR Gap Analysis	JC-1, 2, 3, 4	2 days	HR Management	Muscat
56	HRM56	The Role of the Organisation Development Professional	JC-1, 2, 3, 4	2 days	HR Management	Muscat
57	HRM57	Essential Skills for HR Professionals	JC-1, 2, 3, 4	2 days	HR Management	Muscat
58	HRM58	Competency Behavioural Based Interviewing Skills	JC-1, 2, 3, 4, 5	1 day	HR Management	Muscat
59	HRM59	Understanding Company HR Policies & Procedures	JC-1, 2, 3, 4, 5	1 day	HR Management	Muscat
60	HRM60	The Role of the Human Resources Analyst	JC-1, 2, 3, 4	2 days	HR Management	Muscat
61	HRM61	Current Trends Impacting Human Resource Department	JC-1, 2, 3, 4, 5	1 day	HR Management	Muscat
62	HRM62	Employee Job Profile & Side by Side Matching Profile	JC-1, 2, 3, 4, 5	1 day	HR Management	Muscat
63	HRM63	The Role of the Employee Relations Professional	JC-1, 2, 3, 4	2 days	HR Management	Muscat
64	HRM64	Creating Job Grading Structure	JC-2, 3, 4, 5	1 day	HR Management	Muscat

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<b>HUMAN RESOURCES MANAGEMENT</b>						
65	HRM65	Identify and start mentoring Star Performers	JC-2, 3, 4	1 day	HR Management	Muscat
66	HRM66	Career Development Plan	JC-1, 2, 3, 4, 5	1 day	HR Management	Muscat
67	HRM67	The Role of the HR Administrator	JC-1, 2, 3, 4	2 days	HR Management	Muscat
68	HRM68	Conducting Performance Discussions Successfully	JC-1, 2, 3, 4	2 days	HR Management	Muscat
69	HRM69	HR Fresh Graduate Training Program	JC-1	3 days	HR Management	Muscat
70	HRM70	Training and Development Professional	JC-1, 2, 3, 4	2 days	HR Management	Muscat
71	HRM71	Job Matching & Job Family Structure	JC-1, 2, 3, 4, 5	1 day	HR Management	Muscat
72	HRM72	Preparing & updating HR Monthly Reports	JC-2, 3, 4, 5	1 day	HR Management	Muscat
73	HRM73	The Role of the Human Resources Officer	JC-1, 2, 3, 4	1 day	HR Management	Muscat
74	HRM74	Conducting an Effective Training Needs Analysis & Training Evaluation	JC-1, 2, 3, 4, 5	1 day	HR Management	Muscat
75	HRM75	Human Resources Planning	JC-1, 2, 3, 4, 5	1 day	HR Management	Muscat
76	HRM76	Risk Management for Human Resources	JC-2, 3, 4, 5	1 day	HR Management	Muscat
77	HRM77	The Role of the HR Advisor	JC-1, 2, 3, 4	2 days	HR Management	Muscat
78	HRM78	Effective Employment Plan & Compliances	JC-2, 3, 4	1 day	HR Management	Muscat
79	HRM79	Applicant Screening : The First Step in Hiring the Best	JC-1, 2, 3, 4, 5	1 day	HR Management	Muscat
80	HRM80	MOL Compliances and Implementation	JC-1, 2, 3, 4	2 days	HR Management	Muscat
81	HRM81	The Role of the Human Resources Assistant	JC-2, 3, 4	1 day	HR Management	Muscat
82	HRM82	Knowledge Transfers from experienced employees	JC-2, 3, 4	1 day	HR Management	Muscat
83	HRM83	Human Resources Metrics	JC-1, 2, 3, 4, 5	1 day	HR Management	Muscat
84	HRM84	Building A Future-Ready Workforce	JC-2, 3, 4	1 day	HR Management	Muscat
85	HRM85	Employee Retention Plan	JC-2, 3, 4, 5	1 day	HR Management	Muscat
86	HRM86	Job Analysis	JC-2, 3, 4	1 day	HR Management	Muscat
87	HRM87	Effective Employee Orientation Programs	JC-1, 2, 3, 4, 5	1 day	HR Management	Muscat
88	HRM88	HR Multi-tasking and Job Rotation Plan	JC-2, 3, 4	1 day	HR Management	Muscat
89	HRM89	Employee Rewards and Recognition	JC-1, 2, 3, 4, 5	1 day	HR Management	Muscat
90	HRM90	Human Resources Analytics	JC-1, 2, 3, 4, 5	1 day	HR Management	Muscat
91	HRM91	HiPo Development	JC-2, 3, 4	1 day	HR Management	Muscat
92	HRM92	Managing & Measuring Training Effectiveness	JC-2, 3, 4	1 day	HR Management	Muscat
93	HRM93	Employee Branding for HR Professionals	JC-1, 2, 3, 4, 5	1 day	HR Management	Muscat
94	HRM94	Ensuring Onboarding Success for Key Positions	JC-2, 3, 4	1 day	HR Management	Muscat
95	HRM95	Developing People in the Workplace	JC-2, 3, 4, 5	1 day	HR Management	Muscat
96	HRM96	Creative Thinking for HR	JC-2, 3, 4	1 day	HR Management	Muscat

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<b>HR ADMINISTRATION MANAGEMENT</b>						
1	HRM104	Essential of HR Administration Management	JC-2, 3, 4, 5	3 days	HR Administration	Muscat
2	HRM105	HR Compliance & Implementation	JC-2, 3, 4, 5	3 days	HR Administration	Muscat
3	HRM106	HR Budgeting & Cost Control	JC-2, 3, 4, 5	2 days	HR Administration	Muscat
4	HRM107	Employee Engagement	JC-2, 3, 4	½ day	HR Administration	Muscat
5	HRM108	The Role of the Human Resources Administrator	JC-1, 2, 3, 4	2 days	HR Administration	Muscat
6	HRM109	Introduction to The Omani Labour Law and Implementation	JC-1, 2, 3, 4, 5	2 days	HR Administration	Muscat
7	HRM110	Leading Disciplinary cases, actions & Recommendation	JC-2, 3, 4	2 days	HR Administration	Muscat
8	HRM111	Managing & Reviewing MOL and Court Cases	JC-1, 2, 3, 4, 5	1 day	HR Administration	Muscat
9	HRM112	Public Relations Officer (PRO)	JC-2, 3, 4	1 day	HR Administration	Muscat
10	HRM113	Security Management for HR Professionals	JC-2, 3, 4	1 day	HR Administration	Muscat
11	HRM114	Termination & Exit Interview Formalities	JC-1, 2, 3, 4, 5	1 day	HR Administration	Muscat
12	HRM115	Employee Discipline Process aligned with MOL rules and regulations	JC-1, 2, 3, 4, 5	1 day	HR Administration	Muscat
13	HRM116	MOL Classification vs. Actual Positions	JC-1, 2, 3, 4, 5	2 days	HR Administration	Muscat
14	HRM117	Managing MOL Inspection & Stay Compliance	JC-1, 2, 3, 4, 5	1 day	HR Administration	Muscat
15	HRM118	Handling Employee Grievances and Discipline	JC-1, 2, 3, 4, 5	1 day	HR Administration	Muscat
16	HRM119	Managing Difficult Employees Absenteeism	JC-1, 2, 3, 4, 5	1 day	HR Administration	Muscat
17	HRM120	Employee Personal Files Maintenance and updates	JC-1, 2, 3, 4	1 day	HR Administration	Muscat
18	HRM121	An Effective HR Management Filing System	JC-1, 2, 3, 4	½ day	HR Administration	Muscat
19	HRM122	Redundancy planning & meetings	JC-2, 3, 4, 5	1 day	HR Administration	Muscat
20	HRM123	Cost Saving Initiatives for HR Professionals	JC-2, 3, 4, 5	3 days	HR Administration	Muscat
21	HRM124	Employer Branding for HR Professionals	JC-1, 2, 3, 4, 5	1 day	HR Administration	Muscat
22	HRM125	Polices to incentivise Support Services Employees	JC-1, 2, 3, 4, 5	1 day	HR Administration	Muscat
23	HRM126	Employee Costs to Company (CTC) & Drafting a Budget	JC-2, 3, 4, 5	1 day	HR Administration	Muscat
24	HRM127	Reducing Employee Turnover	JC-2, 3, 4, 5	½ day	HR Administration	Muscat
25	HRM128	Creating a Positive Work Culture in the Organisations	JC-2, 3, 4	½ day	HR Administration	Muscat
26	HRM129	Leave Management Plan	JC-1, 2, 3, 4, 5	1 day	HR Administration	Muscat
27	HRM130	HR Tasks Management & To-Do-List	JC-1, 2, 3, 4	1 day	HR Administration	Muscat

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<b>COACHING AND COUNSELLING</b>						
1	HRM131	Career Coaching for experienced employees	JC-1, 2, 3, 4, 5	1 day	Coaching & Counselling	Muscat
2	HRM132	Career Counselling for experienced employees	JC-1, 2, 3, 4, 5	1 day	Coaching & Counselling	Muscat
3	HRM133	Writing a Resume & Land Your Dream Job for experienced employees	JC-2, 3, 4	1 day	Coaching & Counselling	Muscat
4	HRM134	Building a LinkedIn Profile for experienced employees	JC-1, 2, 3, 4, 5	1 day	Coaching & Counselling	Muscat
5	HRM135	Job Interview Preparation for experienced employees (HR Staff)	JC-2, 3, 4	2 days	Coaching & Counselling	Muscat
6	HRM136	Career Coaching for Fresh Graduates	JC-1	1 day	Coaching & Counselling	Muscat
7	HRM137	Career Counselling for Fresh Graduates	JC-1	1 day	Coaching & Counselling	Muscat
8	HRM138	Writing a Resume & Land Your Dream Job for Fresh Graduates	JC-1	1 day	Coaching & Counselling	Muscat
9	HRM139	Building a LinkedIn Profile for Fresh Graduates	JC-1	1 day	Coaching & Counselling	Muscat
10	HRM140	Job Interview Preparation for Fresh Graduates	JC-1	1 day	Coaching & Counselling	Muscat
11	HRM141	Professional Resume Writing Seminar and Workshop	JC-1A	1 day	Coaching & Counselling	Muscat
12	HRM142	Interview Preparation for Job Interviews Seminar and Workshop	JC-1A	1 day	Coaching & Counselling	Muscat
13	HRM143	LinkedIn Profile Writing Seminar and Workshop	JC-1A	1 day	Coaching & Counselling	Muscat
14	HRM144	Preparing for a successful job search Seminar and Workshop	JC-1A	1 day	Coaching & Counselling	Muscat
15	HRM145	Defining Your Achievements Seminar and Workshop	JC-1A	1 day	Coaching & Counselling	Muscat
16	HRM146	GET THE DREAM JOB! Resume Writing & Job Interview Seminar and Workshop	JC-1A	1 day	Coaching & Counselling	Muscat
17	HRM140	How to win an HSE job interview for (HSE Fresh Graduates, HSE Officers)	JC-1, 2	1 day	Coaching & Counselling	Muscat
18	HRM141	Accomplishment STAR Techniques for Job Interviews	JC-1, 2, 3, 4, 5	1 day	Coaching & Counselling	Muscat
19	HRM142	Assimilating into Your New Job	JC-1, 2	1 day	Coaching & Counselling	Muscat

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<b>LEADERSHIP AND MANAGEMENT</b>						
1	HRM147	HR Transformation	JC-2, 3, 4, 5	3 days	Management & Leadership	Muscat
2	HRM148	Effective utilisation of Working Hours for HR Professionals	JC-1, 2, 3, 4	½ day	Management & Leadership	Muscat
3	HRM149	Supervisory Management Skills	JC-2, 3, 4	1 day	Management & Leadership	Muscat
4	HRM150	Leadership Skills for HR Managers	JC-2, 3, 4, 5	3 days	Management & Leadership	Muscat
5	HRM151	Develop and maintain High Performance Teams	JC-2, 3, 4	1 day	Management & Leadership	Muscat
6	HRM152	Strategic HR: Aligning with the Corporate Vision	JC-2, 3, 4, 5	3 days	Management & Leadership	Muscat
7	HRM153	Facilitating an Effective HR Meeting for HR Professionals	JC-1, 2, 3, 4, 5	2 days	Management & Leadership	Muscat
8	HRM154	HR Monthly Review Meeting with the Management	JC-2, 3, 4, 5	3 days	Management & Leadership	Muscat
9	HRM155	Managing and Improving Employee Performance	JC-2, 3, 4	2 days	Management & Leadership	Muscat
10	HRM156	Preparation of monthly site visit, feedback & report for HR Professionals	JC-1, 2, 3, 4, 5	½ day	Management & Leadership	Muscat
11	HRM157	360° Degree Feedback Performance Review	JC-2, 3, 4, 5	3 days	Management & Leadership	Muscat
12	HRM158	Executive Dashboard for HR Professionals	JC-2, 3, 4, 5	2 days	Management & Leadership	Muscat
13	HRM159	KPI (Key Performance Indicators)	JC-2, 3, 4, 5	3 days	Management & Leadership	Muscat
14	HRM160	Effective Collaboration with Business Leaders for HR Professionals	JC-2, 3, 4, 5	3 days	Management & Leadership	Muscat
15	HRM161	Human Resources KPIs: Benchmarking HR Performance	JC-2, 3, 4, 5	3 days	Management & Leadership	Muscat
16	HRM162	Effective Communication Skills for HR Professionals	JC-1, 2, 3, 4, 5	1 day	Management & Leadership	Muscat
17	HRM163	Successful Planning, Organising & Delegating Tasks	JC-2, 3, 4, 5	3 days	Management & Leadership	Muscat
18	HRM164	Performance Measurements, Continuous Improvement & Benchmarking	JC-2, 3, 4	2 days	Management & Leadership	Muscat
19	HRM165	Coaching, Mentoring & Career Development for Success	JC-2, 3, 4	2 days	Management & Leadership	Muscat
20	HRM166	Goal Setting, Planning & Decision Making	JC-2, 3, 4, 5	1 day	Management & Leadership	Muscat
21	HRM167	Authority Matrix	JC-2, 3, 4, 5	1 day	Management & Leadership	Muscat
22	HRM168	Conflict Management	JC-2, 3, 4	1 day	Management & Leadership	Muscat
23	HRM169	Setting KPIs & Goals for Effective Job Performance	JC-1, 2, 3, 4	2 days	Management & Leadership	Muscat
24	HRM170	Individual Behaviour in the Organisations	JC-1, 2, 3, 4	½ day	Management & Leadership	Muscat
25	HRM171	Root Cause Analysis	JC-2, 3, 4	1 day	Management & Leadership	Muscat
26	HRM172	Strategic HR - A Roadmap for HR Professionals	JC-2, 3, 4	2 days	Management & Leadership	Muscat
27	HRM173	Know your KPIs for HR Professionals	JC-2, 3, 4, 5	3 days	Management & Leadership	Muscat
28	HRM174	Building Effective Relationship with Employees	JC-1, 2, 3, 4	½ day	Management & Leadership	Muscat
29	HRM175	Time & Stress Management Skills for HR Professionals	JC-1, 2, 3, 4, 5	1 day	Management & Leadership	Muscat
30	HRM176	HR SWOT Analysis	JC-1, 2, 3, 4, 5	1 day	Management & Leadership	Muscat
31	HRM177	Strategic Workforce Planning and Budgeting	JC-2, 3, 4	2 days	Management & Leadership	Muscat
32	HRM178	Strategic Talent Management	JC-2, 3, 4, 5	3 days	Management & Leadership	Muscat

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<b>OMANISATION MANAGEMENT</b>						
1	HRM97	Omanisation Strategic Plan	JC-2, 3, 4, 5, 7	3 days	Omanisation Management	Muscat
2	HRM98	The Role of the Omanisation Manager	JC-3, 4, 5, 7	3 days	Omanisation Management	Muscat
3	HRM99	Headcount Status Report vs. Omanisation Plan	JC-1, 2, 3, 4, 5	1 day	Omanisation Management	Muscat
4	HRM100	Internal Movement Plan for Omani National Employees	JC-2, 3, 4, 5	3 days	Omanisation Management	Muscat
5	HRM101	Replacement Strategic Plan by Omani Nationals	JC-2, 3, 4, 5	3 days	Omanisation Management	Muscat
6	HRM102	Omani National Functional Capability vs. Business Capability Requirements	JC-2, 3, 4	2 days	Omanisation Management	Muscat
7	HRM103	Omani National Training Program for HR Professionals	JC-2, 3	3 days	Omanisation Management	Muscat

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**JOB CATEGORY LEVEL**

Code	Attendees
JC-01A	Universities and Colleges Students (No working experience)
JC-01	Internship Trainee, HR Trainee, HR Associates (No working experience)
JC-02	HR Officers, Executives, Coordinators, Advisors, Supervisors & Emerging HR Managers
JC-03	HR Specialists, New HR Managers
JC-04	HR Generalist & HR Managers
JC-05	Senior HR Managers & HR Directors
JC-06	Line Managers, Immediate Supervisor
JC-07	Department Heads, Head of Division

Specific areas of HR training courses
Human Resources Management
Management & Leadership
HR Administration Management
Coaching & Mentoring
Omanisation Management