



## **People Operations Specialist: Agile HR Training Course**



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### **Course Overview:**

The course is a robust training course tailored to HR specialists, managers, and partners who seek to optimize their HR functions with Agile methodologies. Our course offerings focus on equipping HR professionals with the skills to conduct job analysis and evaluation, job hazard analysis training, and implement qualitative methods of job evaluation. We ensure clear understanding of job evaluation definition and its difference from job descriptions. The course builds upon the principles of agility in HR, aiding in becoming an Agile HR practitioner.

### **Target Audience:**

- HR Specialists
- HR Managers
- HR Business Partners
- HR Operations Specialists
- Agile HR Practitioners
- Human Resource Managers
- Human Resource Specialists

### **Targeted Organizational Departments:**

- Human Resources
- People Operations
- Project Management
- Organizational Design Department

### **Targeted Industries:**

- Tech Industries
- Consultancies
- HR Consultancies
- Large corporations implementing Agile
- Industries undergoing digital transformation



## Course Offerings:

- Job evaluation definition and methods
- Job hazard analysis
- Understanding the difference between job evaluation and job description
- Succession planning training using replacement charts
- Organizational design courses integrating Agile methodology

## Training Methodology:

Our training course uses a blend of traditional and Agile methodologies, including interactive sessions, group work, case studies, and Agile project management simulations. A reflection and review segment concludes each day, enhancing the understanding of agility in HR and allowing for real-time feedback and query resolution.

## Course Toolbox:

- Job Evaluation Checklists
- Job Hazard Analysis tools
- Templates for job analysis and performance evaluation
- Agile HR Reading Materials
- Replacement charts for succession planning

## Course Agenda:

### Day 1: Embracing Agile in HR

- Topic 1: Understanding the Agile Meaning and Methodology
- Topic 2: Integrating Agile into HR Functions
- Topic 3: The Role of HR Operations Specialist in Agile
- Reflection & Review: Assessing the Day's Learnings and Reviewing Key Points

### Day 2: Job Evaluation and Analysis

- Topic 1: Understanding Job Evaluation Definition and Methods
- Topic 2: Distinguishing the Difference Between Job Evaluation and Job Description
- Topic 3: Implementing Qualitative Methods of Job Evaluation
- Reflection & Review: Reflecting on Job Evaluation Techniques in Agile

### **Day 3: Hazard Analysis and Organizational Design**

- Topic 1: Conducting Job Hazard Analysis Training
- Topic 2: Introduction to Organizational Design Courses in Agile
- Topic 3: Hay Job Evaluation Training
- Reflection & Review: Reviewing Job Hazards and Organizational Design Techniques in Agile

### **Day 4: Succession Planning and Management**

- Topic 1: Succession Planning Training using Replacement Charts
- Topic 2: Exploring Agile Human Resource Management and Planning
- Topic 3: Role of HR Manager in Agile
- Reflection & Review: Understanding Succession Planning and Management in Agile

### **Day 5: Agile HR Roles and Conclusion**

- Topic 1: Agile HR roles
- Topic 2: Reflecting on the Role of the HR Business Partner in Agile
- Topic 3: Emphasizing Agility in HR and HR Agility
- Reflection & Review: Preparing for the Role of Agile HR Practitioner

### **How This Course is Different from Other Agile HR Training Courses:**

Our course sets itself apart by blending traditional HR functions with Agile methodologies. Unlike other job evaluation courses, we focus on a comprehensive understanding

of job analysis, evaluation, hazard analysis training, and qualitative job evaluation methods. We place a special emphasis on agility in HR and HR agility.



# Training Course Categories

**Agile PM and Project Management Training Courses**

**Certified Courses By International Bodies**

**Communication and Public Relations Training Courses**

**Data Analytics Training and Data Science Courses**

**Environment & Sustainability Training Courses**

**Finance and Accounting Training Courses**

**Governance, Risk and Compliance Training Courses**

**Human Resources Training and Development Courses**

**IT Security Training & IT Training Courses**

**Leadership and Management Training Courses**

**Legal Training, Procurement and Contracting Courses**

**Maintenance Training and Engineering Training Courses**

**Marketing, Customer Relations, and Sales Courses**

**Occupational Health, Safety and Security Training Courses**

**Personal & Self-Development Training Courses**

**Quality and Operations Management Training Courses**

**Secretarial and Administration Training Courses**



## Training Cities

|                                 |                                     |                                 |
|---------------------------------|-------------------------------------|---------------------------------|
| <b>Accra</b><br>Ghana           | <b>Al Jubail</b><br>Saudi Arabia    | <b>Amman</b><br>Jordan          |
| <b>Amsterdam</b><br>Netherlands | <b>Athens</b><br>Greece             | <b>Baku</b><br>Azerbaijan       |
| <b>Bangkok</b><br>Thailand      | <b>Barcelona</b><br>Spain           | <b>Berlin</b><br>Germany        |
| <b>Cairo</b><br>Egypt           | <b>Cape town</b><br>South Africa    | <b>Casablanca</b><br>Morocco    |
| <b>Chicago</b><br>USA           | <b>Doha</b><br>Qatar                | <b>Dubai</b><br>UAE             |
| <b>Frankfurt</b><br>Germany     | <b>Geneva</b><br>Switzerland        | <b>Istanbul</b><br>Turkey       |
| <b>Jakarta</b><br>Indonesia     | <b>Johannesburg</b><br>South Africa | <b>Kuala Lumpur</b><br>Malaysia |
| <b>Kuwait</b><br>Kuwait         | <b>Langkawi</b><br>Malaysia         | <b>Lisbon</b><br>Portugal       |
| <b>London</b><br>UK             | <b>Madrid</b><br>Spain              | <b>Manama</b><br>Bahrain        |
| <b>Marbella</b><br>Spain        | <b>Milan</b><br>Italy               | <b>Montreux</b><br>Switzerland  |
| <b>Munich</b><br>Germany        | <b>Muscat</b><br>Oman               | <b>Nairobi</b><br>Kenya         |
| <b>New York</b><br>USA          | <b>Paris</b><br>France              | <b>Phuket</b><br>Thailand       |
| <b>Porto</b><br>Portugal        | <b>Prague</b><br>Czech Republic     | <b>Riyadh</b><br>Saudi Arabia   |



## Training Cities

**Rome**

Italy

**San Diego**

USA

**Seoul**

South Korea

**Sharm El-Sheikh**

Egypt

**Singapore**

Singapore

**Tashkent**

Uzbekistan

**Tbilisi**

Georgia

**Tokyo**

Japan

**Toronto**

Canada

**Trabzon**

Turkey

**Vienna**

Austria

**Zanzibar**

Tanzania

**Zoom**

Online Training