

Human Resources Management

IN PRACTICE

Your Story of Change Begins



A faded background image of a modern office interior. Two men in light-colored shirts are standing and smiling, with one pointing towards a whiteboard. In the foreground, the backs of several people are visible as they sit at a table, looking towards the standing men. Large windows with a grid pattern are in the background, letting in bright light.

| About Change Zone

Overview

Change Zone started on 2005 to facilitate
"Positive Change Initiatives"

Change Zone works with Change Agents by empowering them with management and positive psychology training and coaching

Mission

To make people and corporate happy, productive and empower for better humanity

Values

- Integrity
- Creative Excellence
- Happy
- Courage
- Synergy
- Discipline

The Story in a Timeline





Corporate Journey



18 years Since **2005**



2000+
Change Agents

100
Corporates



Training Journey

90% Customer satisfaction



60%

Training word
of mouth

8 Copyrighted innovations



100+
Training topics

100%
Integrated
programs

83% Impact



Consulting Journey



50 < Consulting projects



25
Served Industries

90%

Change
methodology efficacy

95%
Word of mouth
projects

1.5



Average years of
engagement

IMPACTFUL CHANGE SERVICES



Change Environment:

We are a companion to surround you with knowledge, process, psychic energy, and technology to raise your resilience through a change journey.



Change Agents:

We believe that change agents develop unique qualities to make change stories, and we seek such a change engagement with you.



Change Initiative:

Change stories start with simple steps; an initiative, so we supply it with a rational mindset, the right people, and efficacious methods.

Training



In Practice, convenient and accredited training through a journey of excellence.

Consulting

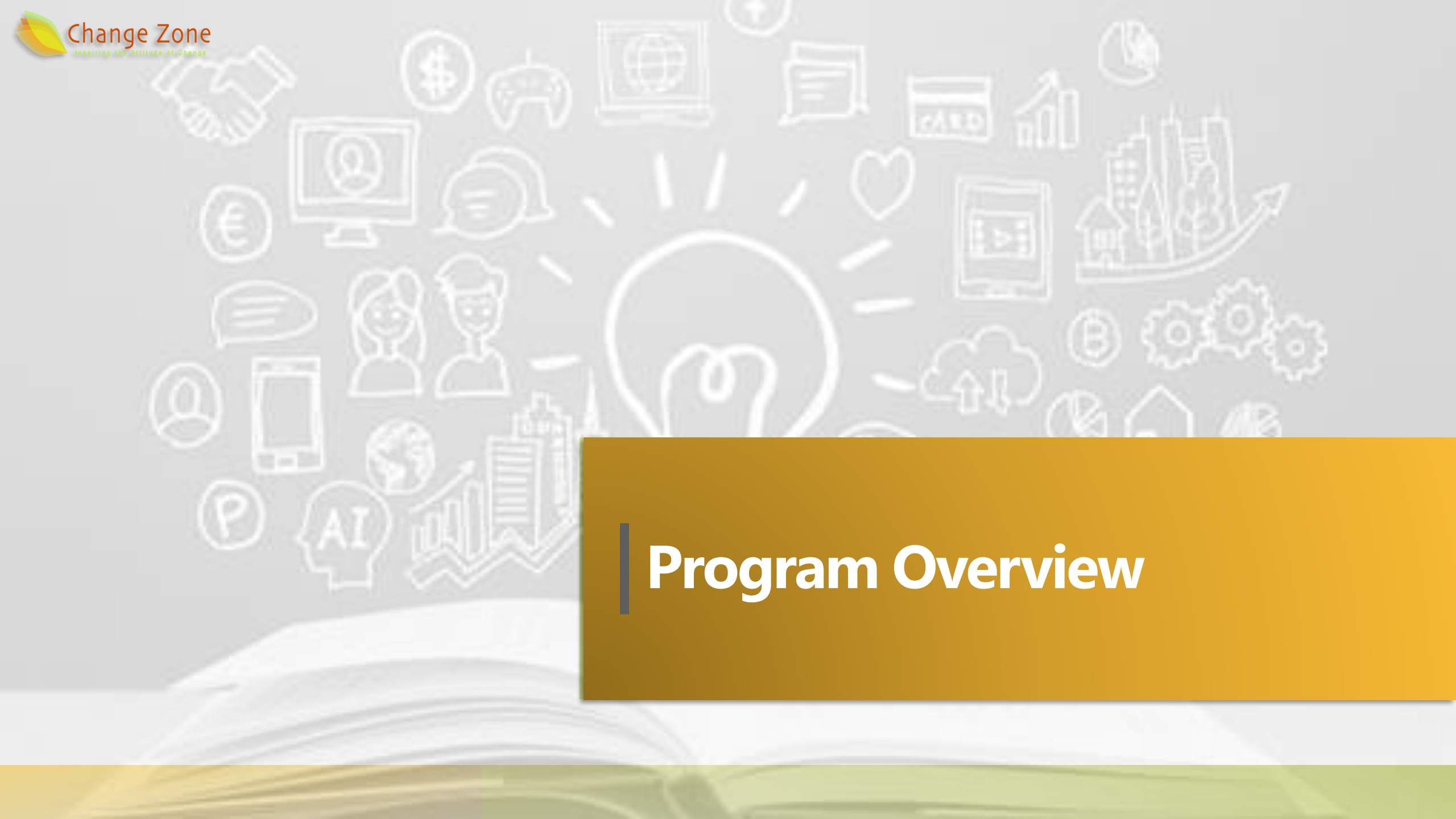


Result-oriented, agile, and systematic change that enhances sustainable corporate maturity.

Executive Coaching



Systematic one-on-one coaching, guidance, and support to empower your independent competence.



Program Overview

Whether you work in the field of human resources, or organizational development, this program begins with you step by step, to learn and professionally apply human resources procedures in your work environment, and then to learn and apply institutional development and excellence methodologies, and to integrate and harmonize the two functions together in order to improve the performance of the institution.

This program, with its innovative design, enables you to develop the role of human resources in your organization. It also builds you to play the role of institutional excellence, and to integrate them to develop the performance of the institution.

- 
- **HR Best Practices**
 - **Applied HR**
 - **HR Certification**

BENEFITS

**Find Your Persona ..
Achieve Learning Outcomes**



HR Officer

- I have a 3-5 years experience in personnel and HR and need to improve my knowledge and learn how to apply HR in practice



Benefits:

- From basic to advance knowledge in HR
- Apply HR processes in a company with coaching
- Handle the HR functions effectively



Looking for a Career in HR

- Working on other fields for some years
- Or Fresh graduate
- Bachelor background in other specialization than HR



Benefits:

- From basic to advance knowledge in HR
- Basic experience in HR by applying a project
- Qualify for an HR job



HR Manager

- 8 or more years experience
- Works as an HR Manager
- I want to improve the performance of the HR department



Benefits:

- Improve HR processes through an HR project with coaching
- Play a strategic role in the organization
- To be HR director roles



HR Certification for Promotion

- I am a senior HR officer
- I am preparing for the certification
- But I want also to apply the HR certification concepts in practice



Benefits:

- Prepare for certification by linking theory to practice
- Accredited training with CEUs
- Certification and competence



| Modules



**Strategic Management
for HR**



**Job Design,
Description and
Specification**



Organizational Structure



**Human Resource
Development &
Knowledge Management**



**Business Process
Management**



**Compensation & Reward
Management**



Performance Management



Workforce Management



**Motivation and Job
satisfaction**



**Organizational
Performance &HR
Scorecard**



**Career Path &
Succession Plan**



Risk Management OSHA



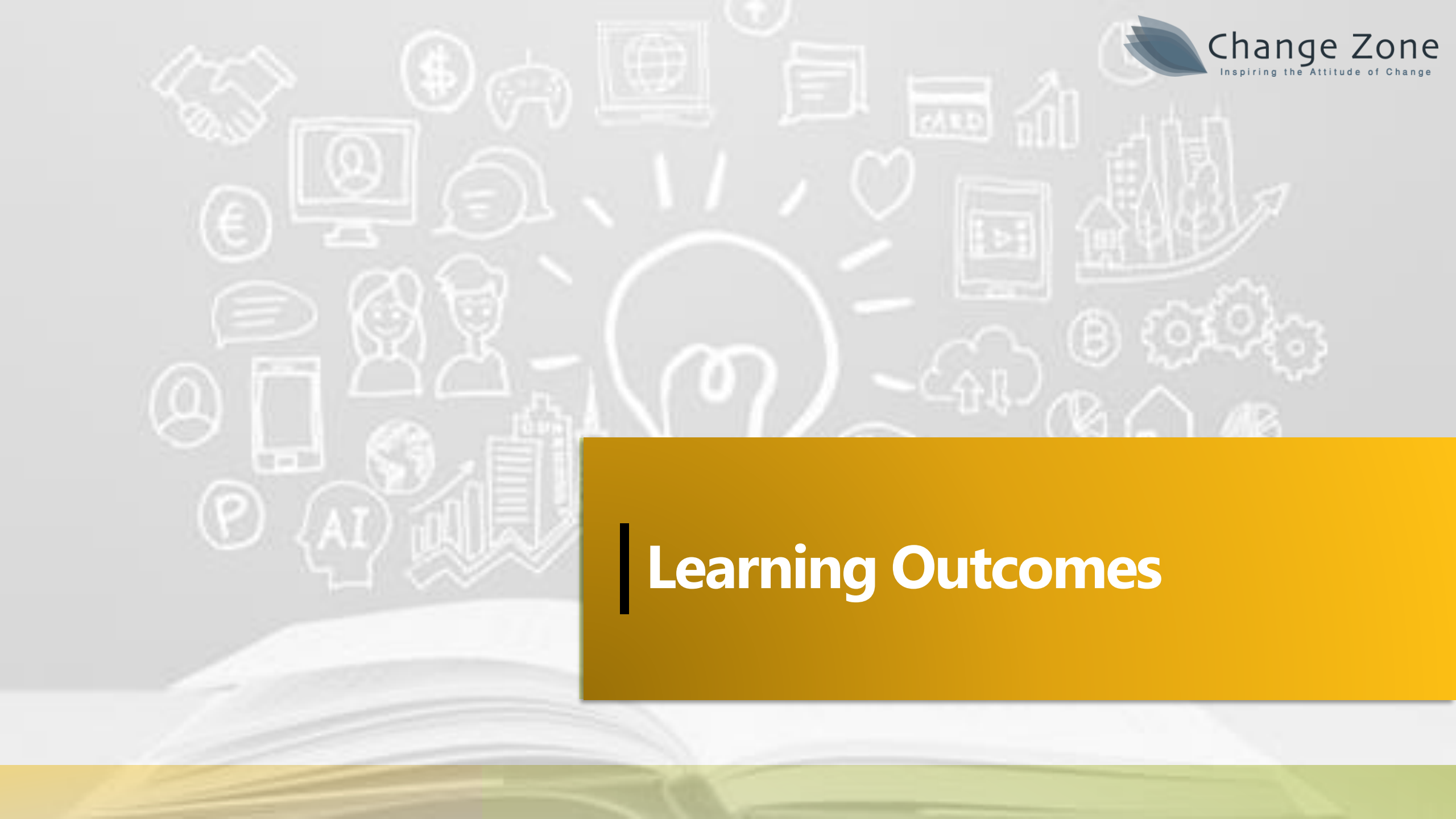
Employee Handbook



**Employee and Labour
Relation**



Jordanian Law of Labour



| Learning Outcomes

1

Demonstrate an understanding of key terms, theories/concepts and practices within the field of HRM

2

Demonstrate competence in development and problem-solving in the area of HR Management

3

Provide innovative solutions to problems in the fields of HRM

4

Be able to identify and appreciate the significance of the ethical issues in HR

Effectively manage and plan key human resource functions within organizations

5

Examine current issues, trends, practices, and processes in HRM

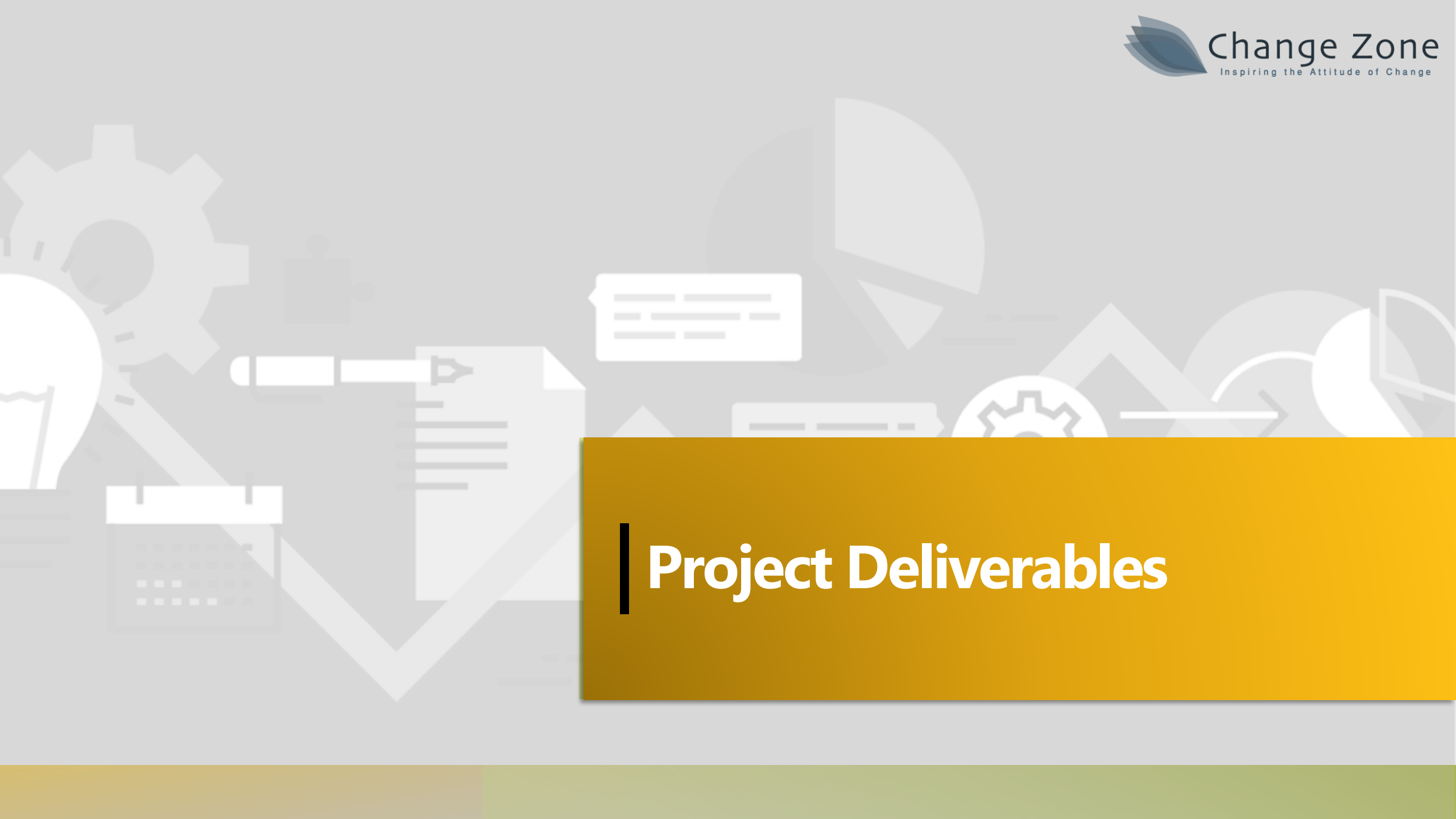
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Describe the impact of information technology on HRM

7

Describe HRs role in intellectual capital

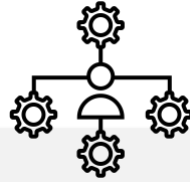
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| Project Deliverables



Strategic Plan



Operational Plan



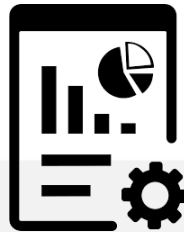
**HR Development
Plan**



Workforce Plan



**Reward
Management &
Compensation**



**Performance
Management &
Appraisal**



**Corporate Design
& Job Description**



**Risk Management
Plan**



Certification

Certificate of Practice

Duration of the program

IACET Accreditation

Code of Ethics

In recognition of my professional obligations I shall:

Accept full responsibility for work that I perform.
To the best of my ability, I will work in a socially responsible way.

Support, respect, and abide by the appropriate local, national, and international laws.

Make every effort to ensure that I have the most current knowledge and that the proper expertise is available when needed.

Share my knowledge with others and present factual and objective information to the best of my ability.

Be fair, honest, and objective in professional relationships.

Cooperate with others in achieving understanding and in identifying problems.

Take appropriate action in regard to any illegal or unethical practices that come to my attention.

Not to use knowledge of a confidential or personal nature in any unauthorized manner or to achieve personal gain.

Not to take advantage of the lack of knowledge or inexperience on the part of others.

Not to use or take credit for the work of others without specific acknowledgement and authorization.

Protect the privacy and confidentiality of all information entrusted to me.



Change Zone

Inspiring the Attitude of Change

Certificate of Practice

Human Resources Management In Practice

This is to certify that **Amin al**, has completed on October 2022, (38) hours of classroom lectures, training, and coaching sessions, and successfully met the evaluation criteria of Human Resources Management In Practice.

Change Agent

Program Description

- Business Model
- Strategy-Focused Organization
- Business Process Management
- Job Design, Description and Specification
- Organizational Design
- Performance Management
- HR Scorecard
- Career Path
- Human Resource Development
- Reward Management
- Recruitment, Selection and Induction
- Strategic Staffing
- Risk Management
- Employee and Labor Relation
- Jordanian Law of Labor

Project Name: HRM System

Project Deliverables:

- Strategic Plan
- Operational Plan
- HR Development Plan
- Reward Management & Compensation
- Performance Management & Appraisal
- Workforce Plan
- Corporate Design & Job Description
- Risk Management Plan

Based on the evaluation, Percent Grade: 80%, Letter Grade: B



Accredited by:

International Association for Continuing Education & Training
Granted Continuing Education Units: 3.4



Certificate Serial No. C-003-2021-03-04

www.changezone.com

3, 2 Jaber Bin Hayyan St, Al-Shmisani Dist, Amman, Jordan

Signature

Amin al

Program Modules covered

Project details and deliverables

Final Result

Reliability

Process



ACCREDITATION

Technology

International Accreditation

Innovation





Change Zone is an Authorized Provider by the **International Association of Continuous Education and Training (IACET)**



You will be **granted Continuous Education Units (CEUs)** upon submitting Project Work and Assessment in Change Zone

Change Zone's CEUs are **recognized by more than 500 universities & institutions** around the world



'Change Zone has successfully met every element of the ANSI/IACET standards for Continuing Education and Training requirements, and thus Change Zone is proud to become an Authorized IACET Provider.'

أكثر من 500 جامعة و كلية و مؤسسة دولية تعتمد وحدات التعليم المستمر الدولية CEUs الصادرة
من Change Zone من ضمنها المؤسسات الاحترافية المذكورة

CEUs: Continuous Education Units



Since 1918

تعتمد



Since 1968

تعتمد المؤسسات الدولية التالية



تصدر شهادات



Project Management
Administrative Excellence
Business Communication



تصدر شهادات



Quality Auditor
Quality Engineer
Six Sigma



تصدر شهادات



PHR®, SPHR®, GHR
HRMP®, HRBP
PHR-CA/SPHR



تصدر شهادات



*SHRM-CP
SHRM-SCP



تصدر شهادات



*PMP®, CAPM
PgMP®, pfMP



تصدر شهادات



* Mini MBA in Practice
* Human Resource in Practice
* Project Management in Practice

CEUs الصادرة من
Change Zone تعتمد من قبل



'Change Zone has successfully met every element of the ANSI/IACET standards for Continuing Education and Training requirements, and thus Change Zone is proud to become an **Authorized IACET Provider.**'



HUMAN RESOURCES

Unique Experience

In Practice®

A project supported by One-on-One coaching of experts.

Accreditation

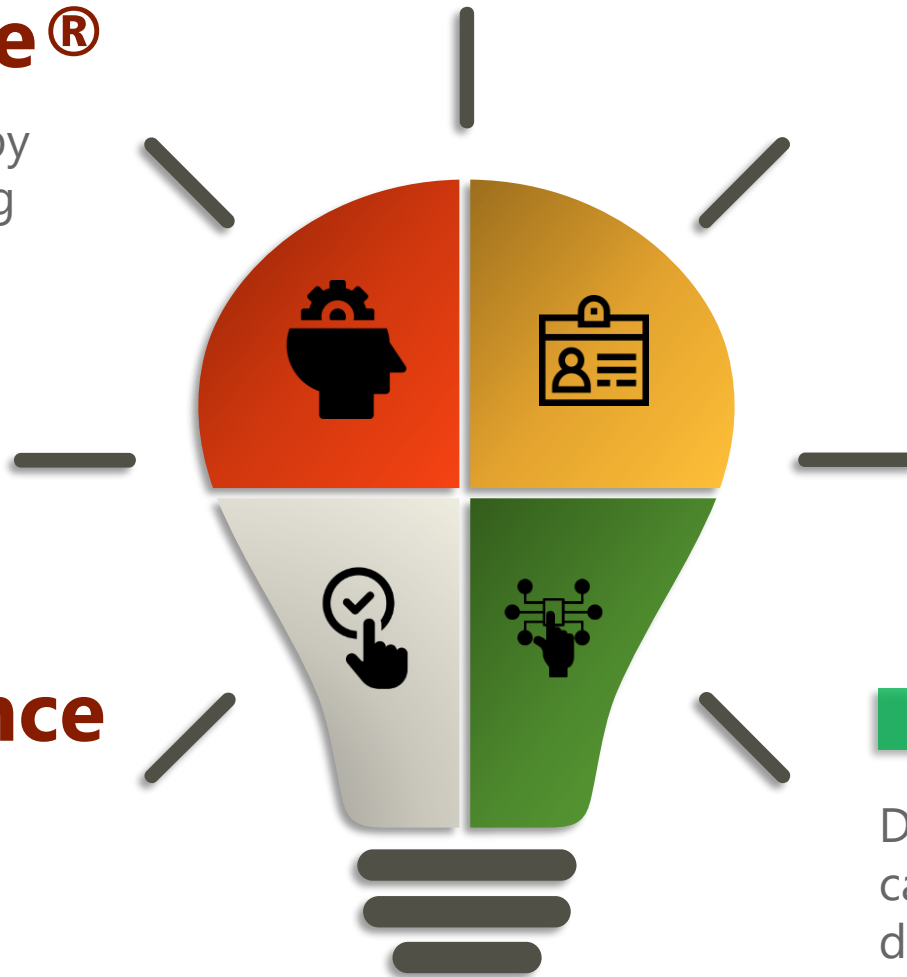
IACET is the most reliable and trusted accreditation globally.

Convenience

Time, financial, and methods to make it light on your routine.

WOW Journey

Digitalized Journey with personal care and quality assurance to delight learners



- Once a Week
- Pay as Instalments
- Live Online
- Recorded Sessions

Convenience

In Practice

- 
- Real-world Projects
 - Templates
 - Coaching
 - Consultants

Unique Value

WOW Journey

Accreditation

- Quality Assurance
- One-on-One Care
- A-Z Digital Platform
- Friendly Climate

- IACET
- CEUs
- International



**In Practice,
One-on-One Coaching**

In Practice [®]



1

You Choose a **Project idea** From
Your Field of work or your Company

2

Attend **workshops**

3

Work on **your project** through
the **period of the program**

4

Expert **coaches supervise** your
project work One-on-One

5

Complete your project, **present**
it and **grab your certification**

One-on-One Coaching

One-on-One Coaching is a process of **caring about and guiding the learner** throughout the learning journey. The training coordinator makes sure you book **a private session** with the training consultant to receive special attention and support to achieve your project goals.

Through Change Zone's one-on-one systematic coaching process, an expert coach will guide you through customizing the process, methods, and content to your specific needs.





Convenience

Convenience



Time

Recorded Training: start learning through recorded videos and material anytime, anywhere

Live Training: a new live course starts four times a year. Every quarter, there is a new course.

Once a Week live session conducted after working hours.



Budget

You can pay by installments

You can use many payment methods: Visa, online payment, bank deposit, bank transfer, cash, check, etc

Cash discounts



Place

Onsite training:

- Comfortable training rooms setup
- Clear display screens

Online training :

- Live online training with group interaction
- Robust electronic training platforms



Your Platform

Online portal is available, through which you can find:

- Material
- Recorded session
- View your training information
- Manage your payments
- Ask for support



WOW Journey

WOW Journey

The excellence of your development journey is one of the key factors...



Digital Journey

Registration

Enrolment

Learning

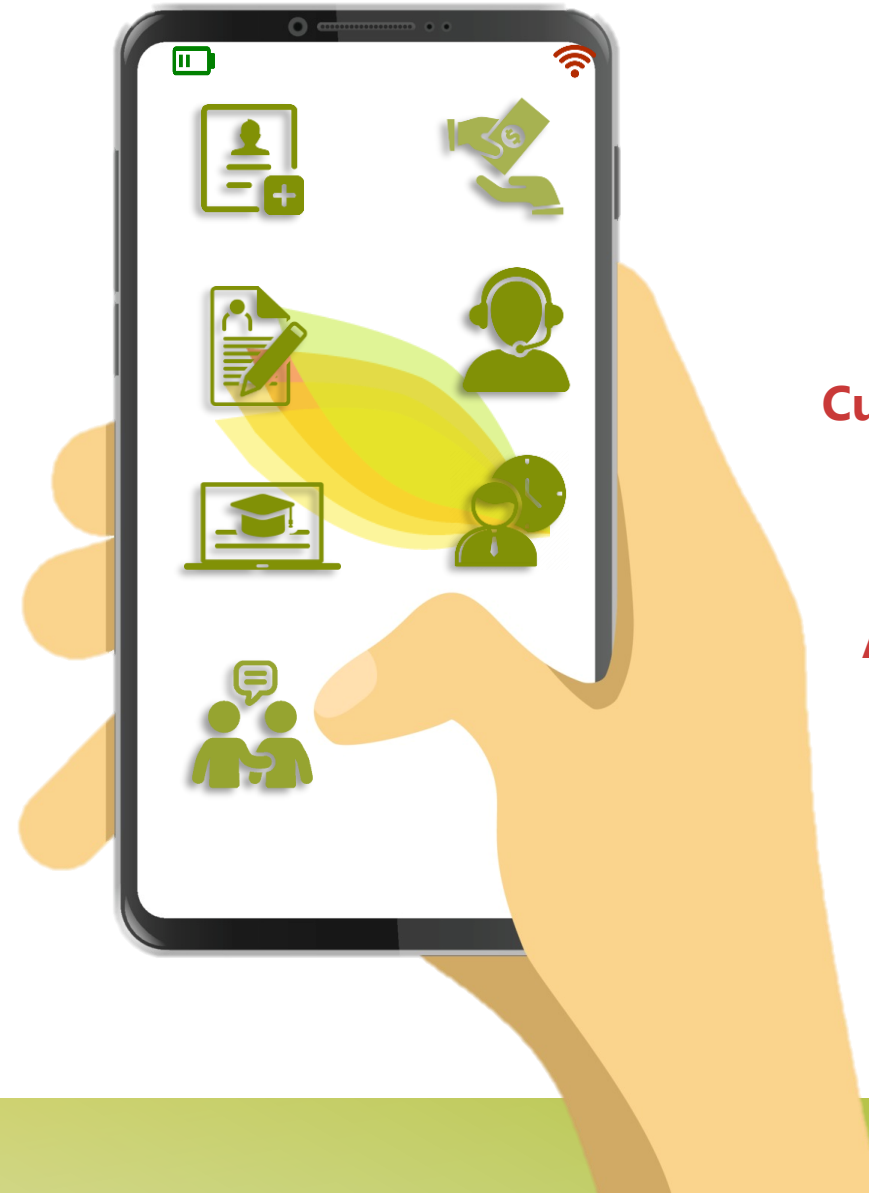
Coaching

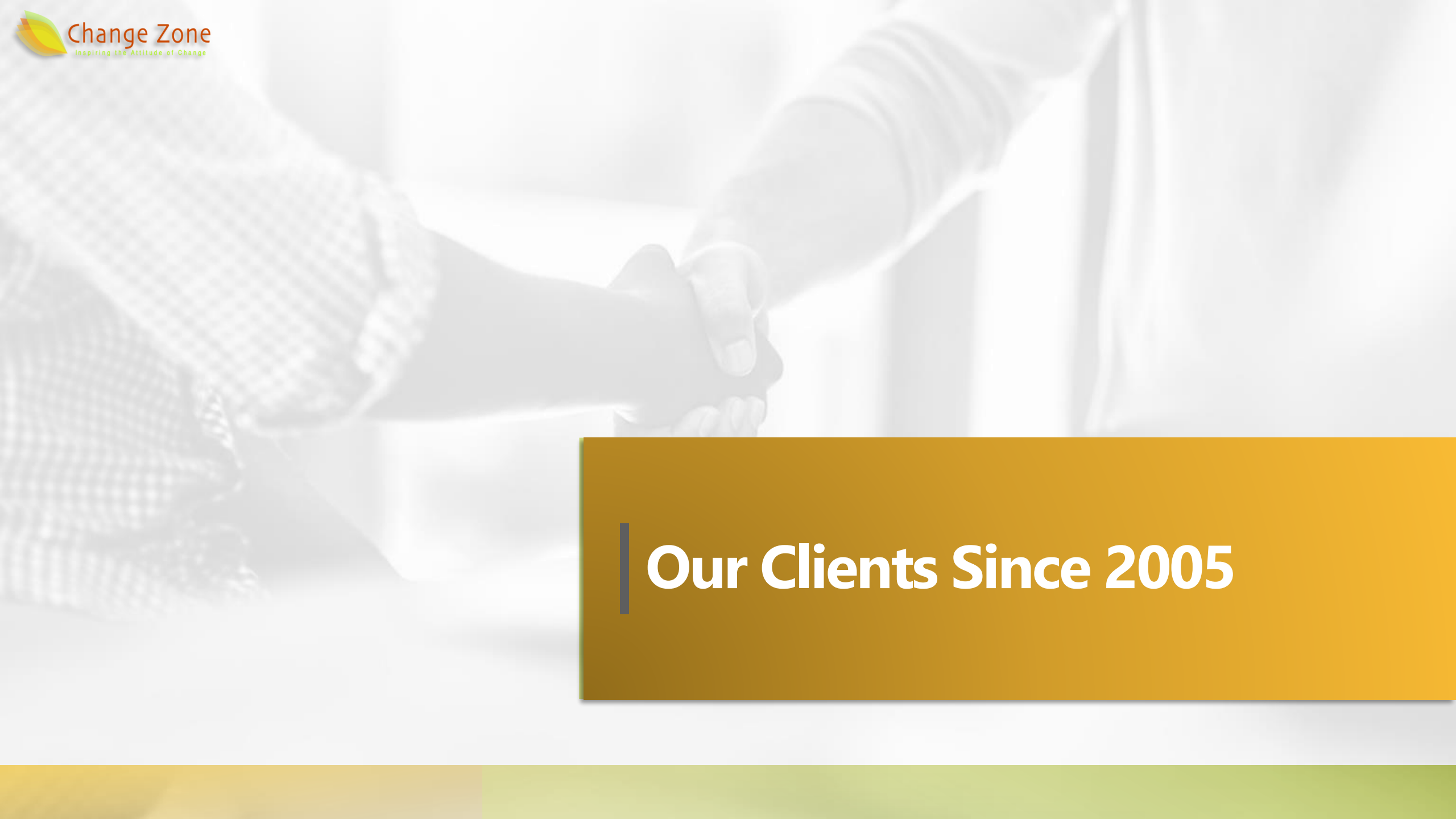
Payment

Customer Service

**Attendance &
Assessment**

**Personal Attention and
Care**





| Our Clients Since 2005



NUQUL GROUP

SINCE 1952

Growing Together



LOGO.ADAM96.COM

SIEMENS



hikma.



HONDA

ESKADENIA
SOFTWARE



كل ما يحتاجه المنزل

طهوب
TAHBOUB
GROUP



javna

etq



الاوروا



Jefferson Parish Economic Development Commission

Haier





| Program Information

Total Hours : 42

- *Training Workshops*
- *One-on-One Coaching*
- *Project Work*

Total Hours : 3.4 CEUs

- **Once a week** for 10 weeks
- Duration **2 Hours**
- After Working Hours



D U R A T I O N

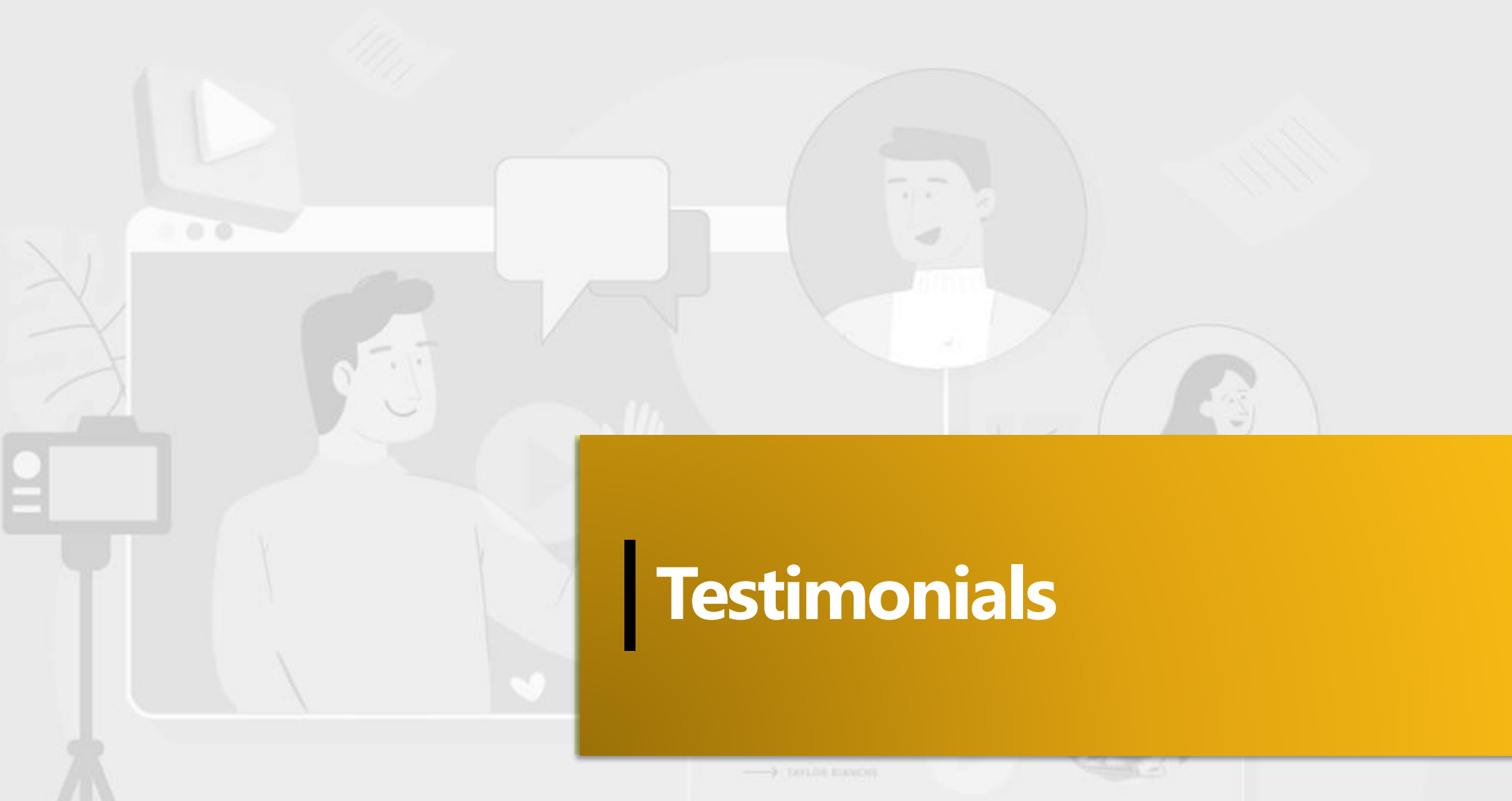
- Program fees can be paid over **monthly installments**
- **Cash discounts** are applied

Payment Methods

- *Cash*
- *Bank Transfer*
- *Bank Deposit*
- *Visa/Master Card*
- *Online Payment*



P A Y M E N T S



| Testimonials

'What our clients say about our program'

**Ms. Dema Al
Rashed**

HR Manager- Fortune Agency

"Change zone HR course helped me to expand my knowledge in HR. I was able to apply my knowledge at work . I dedicate to change zone HR course, Trainers and given knowledge."

**Mr. Malek Al
Abadi**

HR Manager-Al Ameen

"I acquired many skills & knowledge related to HRM. This is due to the practical nature of this course, and it was reflected and implemented in my work."

Ms. Zeina Akif

HR Specialist – JORAMCO

"It was very useful experience. On the practical level. I can design and develop an organizational structure and job descriptions. It also helped me in interviews for new opportunities."

facebook Reviews



Eng-Anwaar Ali ★ recommends **Change Zone.**

September 26 at 1:50 PM · 🌐



Perfect training with professional trainers that make you able to link the theoretical information with practical work and they improve your skills in every aspect around you in your field or your way to deal with the conditions around



1



Tamador Al-Shoqeirat ★ recommends **Change Zone.**

September 29 at 5:37 PM · 🌐



one of the perfect centers, efficient education, continuous follow-up, qualified team, i do recommend this center, it deserves more than 5 stars, im so grateful to complete my course successfully, special thanks to mr. Amin AL tal.



Homam Homsy ★ recommends **Change Zone.**

January 22 · 🌐



Great experience, i really appreciate your efforts and commitment. Mini MBA in practice with high standards 👍👍



1



Dareen Al-Dari ★ recommends **Change Zone.**

September 26 at 9:48 PM · 🌐



I am so excited to complete my course in Mini MBA in Practice successfully.

I have received much joy by learning several excellent topics , many skills gained through practical and constructive discussions , well prepared material.

Thank you our professional trainer Amin Al-Tal.

I will be happy to participate in other management courses.... See more



Sara Belbisi ★ recommends **Change Zone.**

April 18 · 🌐



Change zone is one of the greatest courses that helped me a lot !! It's very realistic and helpful, and I got the chance to meet a group of people who are friendly and positive. I highly recommend



2

1 Comment



Zina M.B. ★ recommends **Change Zone.**

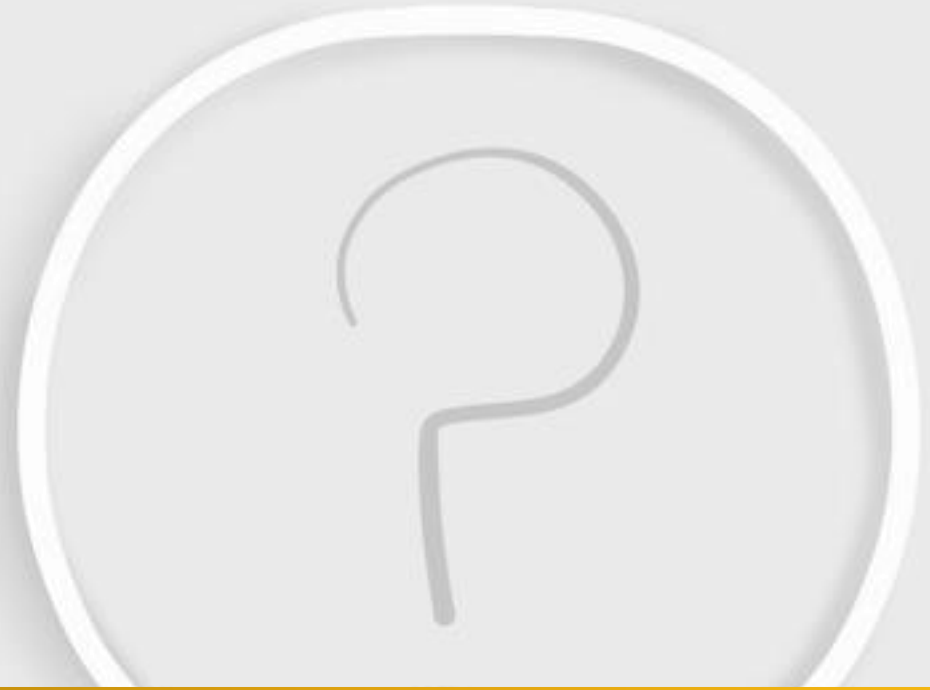
April 28 · 🌐



Mini MBA course, took me through rich topics and practical approach. professional and freindly teaching environment. well planned program supported with practical portal; freindly interface, useful tools, templets, recorded sessions that supports your learning experience and future practice in managing your projects.

Thank you change zone team. couldnt done it without your support





FAQs:

Frequently Asked Questions

1. Is on Onsite better than Online?

- In Change Zone, the onsite and online is just the **same exact experience**: white boards, group discussions, workshops, and we open cameras to feel each other. We also work on project templates and cases and share screens. We also have fun and develop friendships.

2. Why Do We Take One Session, Once a Week?

- Enough time between sessions develops better **comprehension**, gives space to **work on your project**, and to **do self-study** and reviews.

3. What is Coaching?

- It is a one-on-one session between learner and trainer consultant to **supervise project work**, and **guide** the learner to **achieve goals**

4. What is In Practice?

- It is a methodology for training invented by Change Zone to develop your **practical sense and skills**. It is about doing **real-world project** of your choice, guided by **coaching**. You will be equipped with **tools, templates, real-world case studies and examples**.

5. Who Are the Trainers?

- Trainers are **Change Zone's full-time business consultants** and trainers, with more than **20 years of experience, in more than 25 sectors, masters** degree in management, professional **certifications**, and **hands-on experience** in change management consulting.

6. What is a CEU from IACET Accredited Providers

- Continuous Education Units issued and *preliminary* accepted by IACET Accreditor Providers (like Change Zone) around the globe, like well know famous bodies such as PMI, HRCI, AMA, and many universities and collages listed in IACET site.

7. Can I compensate a class or attend it again?

- Of course, you can compensate with other classes and/or attend the recorded sessions

8. How Can I Use the Learning Portal?

- Upon your registration, our client success executive give you live onboarding, and then send you short help video to access it any time, anywhere. We design it to be very friendly and intuitive.

THANK YOU

Contact Us



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