



EMPLOYEE RECRUITMENT  
 STRATEGIC OBJECTIVES BUSINESS VALUE  
 SUCCESS EMPLOYEE RECRUITMENT  
 EMPLOYEE RECRUITMENT  
 STRATEGIC OBJECTIVES  
**SUCCESS**  
 EMPLOYEE TRAINING  
**HUMAN RESOURCE**  
**MANAGEMENT**  
 BUSINESS VALUE EMPLOYEE RECRUITMENT  
 EMPLOYEE TRAINING  
 BUSINESS VALUE  
 EMPLOYEE STRATEGIC OBJECTIVES  
 SUCCESS TRAINING



# HRCI® aPHRi™

**ASSOCIATE PROFESSIONAL IN HUMAN RESOURCES - INTERNATIONAL™**

**CERTIFICATION AND EXAM PREPARATION**

**24 November – 8 December 2018 (5 days), Jeddah**



## PROGRAM OVERVIEW

A Certification from the HR Certification Institute® (HRCI®) distinguishes you as an expert in the HR field, with proven levels of skills and knowledge, and the competence necessary to mitigate risks and drive business results.

### Earning a credential from HRCI® speaks volumes:

- about you as an HR professional
- about the organization you serve
- about the employees who put their trust in you.

Established in 1976, and provider of the world's most recognized HR credentials for professionals in more than 100 countries, HRCI™ is the largest HR certification organization in the world.

The Associate Professional in Human Resources - International™ (aPHRi™) from HRCI is the perfect certification to help propel your career growth and provide you with the confidence to launch into the HR profession. Be one of the first to earn your aPHRi — earn the aPHRi and prove your knowledge of foundational Human Resources in any locale.

## ELIGIBLE PARTICIPANTS

- To be eligible for the aPHRi you must have a high school diploma or global equivalent. No HR experience is required since this is a knowledge-based credential

## PROGRAM LEVEL

Senior Management

Middle Management

Entry Management

## PROGRAM OBJECTIVES

- Understanding the tactical and operational tasks related to workforce management and the HR function.
- Understanding the hiring process including regulatory requirements, sourcing of applicants, formal interview and selection process, and on-boarding of a new hire.
- Understanding concepts related to total rewards and benefit programs. Responding to employee needs in compliance with regulations, and company policies.
- Understanding the techniques and methods for delivering training programs and developing individual employees.
- Understanding the methods organizations use to monitor and address morale, performance, and retention. Balancing the operational needs of the organization with the well-being of the individual employee.
- Understanding the laws, regulations, and policies that promote a safe work environment. Use risk mitigation procedures to protect against workplace hazards.

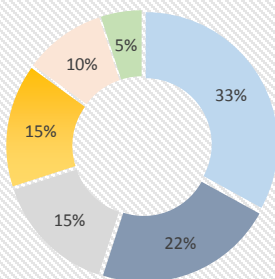
## CERTIFICATION EXAMINATION

- **Exam time:** 2 hours and 15 minutes.
- **Exam length:** 100 scored questions (mostly multiple-choice) + 25 pre-test questions
- **Language:** English
- **Computer-based exam** at Pearson VUE testing center, UBT Campus, Dhahban (or any other test center)



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## EXAM TOPICS



- HR Operations: 33%
- Recruitment and Selection: 22%
- Employee Relations: 15%
- Compensation and Benefits: 15%
- Human Resource Development and Retention: 10%
- Health, Safety, and Security: 5%

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## HRCI® CERTIFICATION BENEFITS

- Provides a fully accredited credential. The aPHRI™ Certificate meets the U.S. National Commission for Certifying Agencies (NCCA) rigorous standards
- Validates expertise. HRCI® certification provides competency based, professionally relevant credentials that are highly valued in HR and business communities
- Connects you to an exclusive network of motivated HR professionals around the globe. Nearly 140,000 certified HR thought leaders work in more than 100 countries and territories
- Earn recognition from your organization and peers. Business leaders find HR certified professionals to be more self-motivated
- HRCI® Certification holders report significantly higher ratings of overall career satisfaction
- Rates of promotion for HRCI® Certification holders are more frequent than for non-holders
- HRCI® Certification holders are viewed as performing better on the job and on strategic HR tasks. They are also rated by their leaders as having more expertise and potential for higher-level positions
- Use designations after your name on your business card and email

### KANEEZA KHURSHED

### EXPERT TRAINER



With a rich proven track of experience in Human Resources, Training & Development, and Business Development, Kaneeza is a demonstrated professional and certified trainer. With her skilled balance of Middle East familiarity and Western professionalism, her multi-industry experience in the region has been invaluable in providing training expertise and consultancy.

Kaneeza consults with various companies in HR Strategy, optimizing HR functions, building policy and procedure guides, and creating unique Talent Management working resources. She has successfully worked on and managed large-scale training initiatives and projects in various and diverse environments, such as the King Abdullah Training and Development Project, and consulting for Pearson Education in establishing their recent University of Arizona initiative in Saudi Arabia. Along with several other companies, she has consulted on projects in King Abdullah Economic City (KAEC), the University of Business and Technology (UBT), Injaz SA, and the Saudi German Hospital.

With an MBA from the University of Atlanta, she is a Certified Talent Management Professional, a Senior Professional in Human Resources – International (HRCI SPHRI), as well as a Certified International Trainer. Her goal when training HR practitioners is to enable them to gain clarity, achieve desired results, create new possibilities, and thrive within their field.

## PROGRAM SCHEDULE

24 November 2018: 9:00 am – 4:00 pm

29 November 2018: 9:00 am – 4:00 pm

01 December 2018: 9:00 am – 4:00 pm

06 December 2018: 9:00 am – 4:00 pm

08 December 2018: 9:00 am – 4:00 pm

## PROGRAM FEE

10,000 SR (with Preparation kit and Certification exam, excluding VAT)

## REGISTRATION DEADLINE

15 November 2018



**Venue:** UBT Executive Education,  
King Road Tower, 27<sup>th</sup> Floor, Jeddah

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## ABOUT UBT EXECUTIVE EDUCATION

The Executive Education of the University of Business and Technology (UBT EE) is a leader in professional training and career development for executives and practitioners in major fields of business, management and IT.

Founded in Jeddah in 2008 and located at the prestigious King Road Tower, UBT Executive Education provides international certified programs and exams for both individuals and corporations.

With an eye on quality and the other on performance, UBT Executive Education delivers training programs in several countries and has trained professionals from more than 80 companies and institutions.



## ABOUT HRCI®

The HR Certification Institute® (HRCI®) mission, helping people and organizations perform better, grows out of a more than 40-year commitment to certification rigor and continuous learning excellence aimed at advancing global HR practices. Just as HRCI® has earned its standing as a premier, fully accredited HR certification organization, HRCI® certified professionals have earned reputations for possessing the skills and knowledge needed to mitigate workplace risks and enhance people-driven business results. HRCI® credentials are available, internationally and in the U.S., for students, early-career HR professionals, senior HR professionals and non-HR managers.

*"The HR Certification Institute® (HRCI®) does not endorse any particular preparation program or offering. We encourage prospective certification holders to use a variety of resources that reflect their learning styles and needs. Purchasing a certification product is NOT required and HRCI™ does not guarantee that an individual will pass based on the purchase of a certification preparation product. aPHRI™ is a registered trademark of HR Certification Institute."*

## Contact UBT EXECUTIVE EDUCATION for other programs

<b>HUMAN RESOURCES</b>	<p><u>UBT EXECUTIVE EDUCATION - HRCI APHRI</u> ASSOCIATE PROFESSIONAL IN HUMAN RESOURCES – INTERNATIONAL</p> <p><u>UBT EXECUTIVE EDUCATION - HRCI PHRI</u> PROFESSIONAL IN HUMAN RESOURCES – INTERNATIONAL</p> <p><u>UBT EXECUTIVE EDUCATION - HRCI SPHRI</u> SENIOR PROFESSIONAL IN HUMAN RESOURCES - INTERNATIONAL</p>
<b>FINANCE</b>	<p><u>UBT EXECUTIVE EDUCATION - ACCA CERT IFRS</u> CERTIFICATE IN INTERNATIONAL FINANCIAL REPORTING STANDARDS</p> <p><u>UBT EXECUTIVE EDUCATION - ACCA DIPL IFRS</u> DIPLOMA IN INTERNATIONAL FINANCIAL REPORTING STANDARDS</p> <p><u>UBT EXECUTIVE EDUCATION - ACCA CERT IA</u> CERTIFICATE IN INTERNATIONAL AUDITING</p>
<b>BUSINESS DEVELOPMENT</b>	<p><u>UBT EXECUTIVE EDUCATION - AASBC ASMEC</u> ACCREDITED SME CONSULTANT</p>
<b>MANAGEMENT</b>	<p><u>UBT EXECUTIVE EDUCATION - AAPM CIPM</u> CERTIFIED INTERNATIONAL PROJECT MANAGER</p>
<b>MARKETING</b>	<p><u>UBT EXECUTIVE EDUCATION - DMI CDMA</u> CERTIFIED DIGITAL MARKETING ASSOCIATE</p> <p><u>UBT EXECUTIVE EDUCATION - DMI CDMP</u> CERTIFIED DIGITAL MARKETING PROFESSIONAL</p> <p><u>UBT EXECUTIVE EDUCATION - DMI DSSP</u> CERTIFIED DIGITAL &amp; SOCIAL SALES PROFESSIONAL</p> <p><u>UBT EXECUTIVE EDUCATION - DMI DMS-SP</u> DIGITAL MARKETING SPECIALIST – STRATEGY &amp; PLANNING</p>
<b>COMMUNICATION</b>	<p><u>UBT EXECUTIVE EDUCATION - GAFM CCP</u> CERTIFIED COMMUNICATION PROFESSIONAL</p>

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