



# People Operations Specialist: Agile HR Training Course

02 - 06 Dec 2024  
Kuala Lumpur



**AGILE LEADERS**  
Training Center



# People Operations Specialist: Agile HR Training Course

**Ref.:** 1008\_246308 **Date:** 02 - 06 Dec 2024 **Location:** Kuala Lumpur **Fees:** 4400 **Euro**

## 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.

# WHO WE ARE

Agile Leaders is a renowned training center with a team of experienced experts in vocational training and development. With 20 years of industry experience, we are committed to helping executives and managers replace traditional practices with more effective and agile approaches.

## OUR VISION

We aspire to be the top choice training provider for organizations seeking to embrace agile business practices. As we progress towards our vision, our focus becomes increasingly customer-centric and agile.

## OUR MISSION

We are dedicated to developing value-adding, customer-centric agile training courses that deliver a clear return on investment. Guided by our core agile values, we ensure our training is actionable and impactful.

## WHAT DO WE OFFER

At Agile Leaders, we offer agile, bite-sized training courses that provide a real-life return on investment. Our courses focus on enhancing knowledge, improving skills, and changing attitudes. We achieve this through engaging and interactive training techniques, including Q&As, live discussions, games, and puzzles.



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## CONTACT US

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## Gamified and Interactive Training

We understand that training delivery can be challenging, both online and offline. To ensure engagement and achieve learning objectives, we have developed our own activities and collaborated with industry-leading solutions to gamify our training sessions. This approach increases interaction levels and guarantees effective learning outcomes.



## Our Training Categories

We cover a wide range of training categories to cater to different needs and interests

- Branding, Marketing, Customer Relations, & Sales Programs
- Finance and Accounting Programs
- Human Resources Management Programs
- Management & Leadership Programs
- Political & Public Relations Programs
- Project Management Programs
- Quality & Process Management
- Self-Development Programs

Join Agile Leaders today and embark on a transformative journey towards becoming a more agile and effective leader. Experience our customer-centric approach, actionable training, and guaranteed return on investment. Let us help you unleash your full potential in the dynamic business landscape.



## Where to Find Us

You can join our training programs at our centers located in

We also offer online training sessions through the Zoom platform.



- Malaysia**  
Kuala Lumpur
- Morocco**  
Casablanca
- Spain**  
Barcelona
- France**  
Paris
- UK**  
London
- Italy**  
Rome
- Egypt**  
Cairo  
Sharm El-Sheikh
- Turkey**  
Istanbul
- Georgia**  
Tbilisi
- Azerbaijan**  
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