

People Operations Specialist: Agile HR Training Course

6 – 10 September 2027
Abu Dhabi

AGILE LEADERS
Training Center

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Overview

Modern human resources departments require operational flexibility, rigorous role design, and iterative workforce management to support rapid organizational shifts. The People Operations Specialist: Agile HR Training Course equips HR practitioners with practical skills to integrate agile methodologies into day-to-day people operations and organizational design. Participants learn to conduct structured job analysis and evaluation, execute workplace job hazard assessments, and apply qualitative evaluation frameworks alongside established grading systems. The syllabus establishes clear distinctions between role profiles and formal evaluations, while providing practical techniques for succession planning and talent mobility. This course is delivered by Agile Leaders Training Center.

Who Should Attend

- HR operations specialists focused on refining administrative workflows and service delivery models.
- Human resource business partners supporting cross-functional agile teams and business units.
- People operations managers seeking to apply iterative principles to workforce planning.
- Compensation and job evaluation specialists responsible for grading structures and role benchmarks.
- HR managers transitioning from rigid organizational frameworks to adaptable operating models.

Departments and Industries

This programme benefits people professionals across dynamic sectors undergoing digital restructuring and organizational redesign.

- People Operations and HR Shared Services in Technology and Software Companies
- Talent Management and Organizational Design Units in Management Consultancies
- Human Resources Divisions within Financial Services and Banking Institutions
- Corporate HR Departments in Telecommunications and Digital Media Firms
- People and Culture Teams in Fast-Growing Professional Services Organizations

Learning Objectives

By the end of this course, participants will be able to:

- Integrate agile methodologies into core HR operational workflows and people service models.
- Distinguish clearly between job evaluation parameters and descriptive job profiles.
- Execute qualitative and structured job evaluation methods, including the Hay evaluation system.
- Perform systematic job hazard analyses to protect workforce health and operational continuity.
- Formulate visual succession plans using organizational replacement charts.
- Apply agile HR roles and operating rhythms to support business responsiveness.

Course Agenda

Day 1: Agile Principles in People Operations

- Agile Mindset and Operating Principles Applied to HR Service Delivery
- Transitioning from Traditional Administration to Agile People Operations
- Core Responsibilities and Rhythms of the Agile HR Operations Specialist
- Daily Stand-ups, Kanban Boards, and Sprint Cycles for People Teams
- Review and Reflection: Evaluating Operational Agility in Team Workflows

Day 2: Job Analysis and Job Evaluation Architecture

- Fundamental Principles of Job Analysis and Functional Role Profiling
- Differentiating Structural Job Evaluation from Standard Job Descriptions
- Qualitative Job Evaluation Methods: Ranking, Classification, and Factor Comparison
- Data Collection Protocols for Role Complexity and Operational Value
- Review and Reflection: Analyzing Job Architecture through an Agile Lens

Day 3: Job Hazard Analysis and Role Evaluation Systems

- Job Hazard Analysis Methodology: Identifying Workplace Risks and Preventive Controls
- Integrating Safety Risk Assessments into Operational Job Profiles
- Hay Guide Chart-Profile Method: Know-How, Problem Solving, and Accountability
- Aligning Job Grading Frameworks with Flexible Organizational Structures
- Review and Reflection: Synthesizing Role Evaluation with Risk Management

Day 4: Agile Succession Planning and Workforce Continuity

- Succession Management Protocols Using Visual Replacement Charts
- Dynamic Talent Mapping and Capability Forecasting for Key Positions
- Agile Workforce Planning: Adapting Talent Pipelines to Market Changes
- Strategic Contributions of the HR Manager in Agile Organizational Design
- Review and Reflection: Constructing Succession Frameworks for Critical Roles

Day 5: Agile HR Business Partnering and Future Operations

- Evolving Roles and Competency Profiles of the Agile HR Business Partner
- Cross-Functional Collaboration and Employee Experience Iteration
- Operationalizing Ongoing Agility Across Central HR Functions
- Synthesizing People Operations Metrics and Service Backlogs
- Review and Reflection: Action Planning for the Agile HR Practitioner

Practical Exercises

Participants undertake applied activities to reinforce key analytical and operational tools.

- Suggested activity: Build an agile backlog and Kanban workflow for a common people operations process.
- Suggested activity: Conduct a qualitative factor evaluation comparing three distinct technical roles.
- Suggested activity: Draft a job hazard analysis worksheet for an operational role profile.
- Suggested activity: Construct an organizational replacement chart for critical leadership and technical talent.

FAQs

How does this course distinguish job evaluation from a job description?

The curriculum provides clear frameworks showing that job descriptions define tasks and duties, whereas job evaluation establishes relative internal value and operational complexity for grading structures.

What job evaluation methodologies are examined during the training?

Participants explore qualitative approaches, such as ranking and classification, alongside point-factor systems including the Hay job evaluation method.

How are agile concepts integrated into everyday HR workflows?

The course demonstrates how to apply sprints, Kanban boards, retrospectives, and cross-functional collaboration to core people processes like succession planning and role design.

Conclusion

Organizations require people operations teams that balance methodical job architecture with operational speed. Through rigorous role analysis, structured job evaluation systems, and agile workflow design, participants gain the operational competence needed to lead responsive people services. Attendees depart ready to implement transparent job evaluations, dynamic succession charts, and continuous improvement practices across their HR functions.