**Introduction**

Human Resource Management and Development is an integral part of any successful organization. Effective Human Resource Development ensures optimal utilization of resource, result oriented efforts and overall long term growth of an individual, an organization and ultimately reflects positively on the country’s economic health. Human Resource Management has acquired even greater significance in the present dynamic world characterized by highly Volatile, Uncertain, Complex and Ambiguous (VUCA) environmental conditions.

The Strategic Plan of Jordan’s Civil Service Bureau 2014-16 states its vision as achieving “Leadership and Excellence in HR Management and the public civil service”. To accomplish this vision, the continued improvement of civil service performance is essential, this in turn calls for the development of its Human Resources.

The existing Human Resource Management and Development processes in most of the developing economies cover aspects that are focused on Capacity Building and relatively less weightage is given to ‘Entrepreneurship’ and ‘Intrapreneurship’. The overall economic development of a country demands focused interventions to be developed around ‘Entrepreneurship Development’. Therefore, entrepreneurship education is essential for completing the process of the ever-dynamic human resource development. Along with enhancing knowledge in Human Resource management there is a need to train and develop professionals in the area of Entrepreneurship Education and Development.

In view of above, there is a need to orient the civil servants on various facets of Entrepreneurship and Intrapreneurship. It will enable the civil servants to spread the awareness on entrepreneurship and intrapreneurship among the larger group so that the economy of the region may be developed.

Over the past several years, NIESBUD has trained hundreds of participants from the developing countries in the areas of Human Resource Management and Development and Entrepreneurship Development. NIESBUD has a team of experts with cross domain experience in all aspects of entrepreneurship and an exhaustive library, documentation and infrastructure facilities for conducting international training. NIESBUD has therefore designed 14 days Training Programme on Human Resource Management for the officials of Jordan’s Civil Service Bureau.

**Objectives of the Programme**

The training programme has been designed to enable the participants:

1. Understand the importance of Strategic Human Resource Management for government and public organizations;
2. Understand the mechanism for strengthening HR capabilities and Employee Engagement in civil service bodies;
3. Learn to develop the criteria for setting performance indicators and evaluating the performance of civil service staff;
4. Develop IT enabled Human Resource Management Information System for ensuring quality, efficiency and transparency standards in different departments;
5. Understand the process of Human Resource Development, its relationship with Entrepreneurship and dynamics of setting up an enterprise and mobilizing resources for it; and
6. Formulating Action Plan for strategic Human Resource Development Interventions in Civil Service Bureau

# Duration of the Programme

The programme will be organized for the duration of 14 days during mid November 2019.

Dates 13 November to 26 November 2019

**Course Coverage**

The Fourteen days Training programme on Human Resource Management covers the following concepts related to:

1. Strategic HRM
2. Employee Engagement Techniques
3. Performance Management and Counselling Skills
4. HR Management Information System
5. Entrepreneurship development and its relevance for Human Resource Development
6. Achievement Motivation and Need Pattern
7. Capacity building for Planning and Launching small enterprises
8. Field Visits to Public and Private organizations, Academic Institutions, etc

**Training Methodology**

The training is geared towards adult learning and uses participatory approaches as much as possible. A variety of methodologies will be used, including lecture/presentation, discussions, simulation exercises, group work, question and answers, demonstrations, practical sessions, small and large group exercises, role plays, field visits.

**Field Visits \***

It is proposed to create a meaningful learning experience by taking the group of senior civil officers to Lal Bahadur Shastri National Academy of Administration in Mussoorie, the premier training institution for the civil services in India, for 2 days.

**Course Outcomes**

The programme will enhance the knowledge, skills and competencies of the participants to follow the principles of Strategic HRM in Civil Service Bureau and other governmental institutions; enable the civil servants to spread the awareness on entrepreneurship and intrapreneurship among the larger group and help them to achieve the goal of Leadership and Excellence in HR Management and public civil services.