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# CONDUCTING HR TRAINING WORKSHOP AT THE 4<sup>TH</sup> NATIONAL JOB FAIR (22-24 JULY, 2010)

FINAL REPORT

<July 6, 2010>

This publication was produced for review by the United States Agency for International Development. It was prepared by <Mr. Mutaz A. Assaf>

# **CONDUCTING HR TRAINING WORKSHOP AT THE 4<sup>TH</sup> NATIONAL JOB FAIR (22-24 JULY, 2010)**

FINAL REPORT

USAID JORDAN ECONOMIC DEVELOPMENT PROGRAM

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DELOITTE CONSULTING LLP

USAID/ECONOMIC GROWTH OFFICE (EG)

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## **DISCLAIMER:**

The author's views expressed in this publication do not necessarily reflect the views of the United States Agency for International Development or the United States Government.

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## **1.0 INITIATIVE RATIONAL**

This report is based on the consulting agreement with USAID Jordan Economic Development Program (SABEQ). It is part of SABEQ initiative to support the Ministry of Labor in conducting national job fairs which is expected to increase the number and quality of jobs in the regions.

The initiative consists of organizing and delivering one workshop in Human Resource Management. The initiative includes the following activities:

- Develop training material for the workshop.
- Deliver the workshop for 25 – 30 university graduates.

The objective of the workshop is to enhance the participants' skills in topics that are cross-cutting and demanded by the private sector firms which will increase job seekers' chances to obtain jobs.

## **2.0 WORKSOP OBJECTIVES**

Accordingly, the consultant developed the training material that aimed at achieving the following detailed objectives:

- Explain the managerial process and identify the importance and position of HR within the process
- Explain concept and purpose of human resources management as well as its main activities
- Identify reasons that helped the presence of Human Resources Management
- Explain the external influences on Human Resources Management
- Clarify the concept of Job Analysis, its outcomes and uses
- Identify and explain human resources planning concept and steps
- Describe recruitment and selection concept and processes, and tools used in screening and evaluation candidates
- Discuss the concept of performance appraisal and explain its objectives
- Distinguish between the role of human resources management in the performance appraisal process and the role of operational departments
- Explain the difference between training and development and clarify the training process and its importance
- Describe compensation management, its objectives and outcomes.

### 3.0 WORKSOP OUTCOMES

The workshop had been delivered in 3 days; 2 hours per day. It was attended by 26 participants most of them were university graduates.

In order to evaluate the learning level of the participants, the consultant had developed a pre- post test. Sixteen of the participants have taken the pre-post test, while the other has preferred not to take it. The following table shows names of the participants whom have taken the test and the level of learning. It is clear from the table that the level of learning was very significant. The average level has significantly improved.

Participants Pre-Post Test Results			
Participants Name	Pre Test Result	Post Test Result	Improvement Percent
Gadeer Alboraiki	20%	40%	100%
Marwan Hassan	36%	86%	138%
Neda' Abdelfatah	10%	36%	260%
Abeer Albouraiqi	10%	66%	560%
Shaima' Qudah	19%	74%	289%
Qusai Ababneh	21%	77%	266%
Amerah Yousef	17%	64%	276%
Ramzeieh Rafeeq	5%	14%	180%
Tagreed Alboraiki	37%	50%	35%
Halal Abbas	39%	77%	97%
Eshaq Hoshbian	49%	53%	8%
Tagreed Mostafa	16%	77%	381%
Reema Abdallah	5%	25%	400%
Alia Musalam	5%	62%	1140%
Amal Musalam	5%	37%	640%
Rodaina	5%	52%	940%

#### **4.0 Appendices:**

##### **4.1 Appendix A: Human Resource Management Presentation (Included as a separate file).**

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