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COURSE BROCHURE

# Human Resources Development and Personnel Growth Training Course

31 October – 4 November 2027
Manama

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Registered in the United Kingdom and Saudi Arabia

# Human Resources Development and Personnel Growth Training Course

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Human Resources Development and Personnel Growth is a 1-week training course for human resources officers and personnel administrators who turn staff data into growth decisions, closing with a personnel development file for each employee group. Workforces everywhere now expect visible progression, and line managers need clear answers on next-step roles. Jupiter Prime Training presents Human Resources Development and Personnel Growth as daily personnel practice.

## Why Human Resources Development and Personnel Growth Matters Now

Three forces press on personnel officers today: employees who judge an employer by how quickly they can grow, line managers who want ready answers on internal moves, and leadership teams who ask for evidence of capability across the workforce. An organisation that keeps growth evidence scattered loses capable staff to rivals and fills gaps by outside hiring at higher cost. The course draws on human capital reporting guidance in ISO 30414 for growth indicators and on four-level training evaluation for judging whether development actions changed on-the-job behaviour.

## Who Gains Most from Human Resources Development and Personnel Growth

- Officers who maintain employee master data and growth histories
- Administrators who process joiners, transfers, acting assignments and leavers
- Coordinators who gather development requests from line managers
- Specialists who track skills, qualifications and licence renewals
- Generalists who answer staff questions on grades and progression

A personnel section gains most when its records, development and progression officers attend together and leave with one shared way of documenting growth.

## Human Resources Development and Personnel Growth Capabilities

Participants practise linking each stage of employment to a growth action, so personnel data stops being an archive and becomes a planning source.

- Map each staff lifecycle event to a development trigger — line managers planning next steps
- Assess individual development needs from appraisal and skills evidence — section heads allocating budgets
- Design grade-based progression ladders with clear entry criteria — employees weighing internal moves
- Build individual growth records that stay accurate after transfers — auditors and workforce planners
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Calculate simple growth indicators such as internal fill rate — leadership reviewing capability
- Communicate progression options in plain language — employees and their supervisors

## Key Human Resources Development and Personnel Growth Terms

- Staff lifecycle — The sequence of stages from joining to leaving, each producing personnel events that can prompt a growth action.
- Development need — A gap between an employee's current skills and those required now or for a next role.
- Progression ladder — A set of grades or role levels with entry criteria showing how an employee moves upward.
- Internal fill rate — The share of vacancies filled by existing employees rather than outside hires over a period.
- Acting assignment — A temporary move into a higher or different role used to test readiness and build experience.
- Personnel development file — A structured record of an employee's skills, growth actions, progression history and agreed next steps.

## Human Resources Development and Personnel Growth Day by Day

### Day 1: Personnel Data as a Growth Source

- Employee Master Data Fields — Which Attributes Support Growth Decisions
- Staff Lifecycle Event Map — Where Joiner, Transfer and Leaver Steps Trigger Development
- Data Quality Checks — Fixing Gaps Before Reporting Capability
- Access and Confidentiality Rules — Who May View Growth Records
- Personnel Event Calendar — Timing Probation, Renewals and Review Points

### Day 2: Identifying Development Needs

- Skills Inventory by Job Family — Spotting Shortfalls Across Sections
- Appraisal Evidence Extraction — Turning Ratings into Specific Needs
- Line Manager Request Forms — Prioritising Competing Development Requests
- Qualification and Licence Tracker — Planning Renewals Before Expiry
- Needs Priority Matrix — Ranking Gaps by Role Risk and Cost

### Day 3: Designing Progression Paths

- Grade Structure Review — Clarifying Entry Criteria Between Levels
- Progression Ladder Drafting — Setting Visible Steps for Each Job Family
- Lateral Move Options — Widening Growth Where Promotion Is Limited
- Acting Assignment Rules — Testing Readiness Without Permanent Change
- Readiness Criteria Checklist — Deciding When an Employee Can Step Up

## Day 4: Tracking and Reporting Growth

- Individual Growth Record Layout — Keeping History Intact After Transfers
- Internal Fill Rate and Retention Indicators — Showing Capability to Leadership
- Four-Level Training Evaluation — Judging Whether Actions Changed Behaviour
- ISO 30414 Growth Indicators — Choosing Measures Worth Reporting
- Progression Conversation Notes — Recording Agreed Next Steps Consistently

## Day 5: Practising the Personnel Development File

- Lifecycle Event Review on a Sample Workforce — Selecting Growth Triggers
- Needs Priority Matrix Applied to Case Employees — Agreeing Actions
- Progression Ladder Fitted to a Retail and a Utility Case — Testing Criteria
- Growth Indicator Dashboard Draft — Presenting Results to a Section Head
- Personnel Development File Completion — Final Peer Check and Sign-Off

## Applying Human Resources Development and Personnel Growth After the Course

- Run a lifecycle event review on one department and attach a growth trigger to each joiner, transfer and acting assignment.
- Pilot the progression ladder and readiness checklist with one job family and record agreed next steps in growth records.

## Human Resources Development and Personnel Growth Questions FAQ

### What is Human Resources Development and Personnel Growth and why does it matter now?

It is the practice of using personnel data to plan each employee's development and progression. It matters now because staff expect visible growth, and organisations that promote from within keep skills and reduce costly outside hiring.

### Which roles gain most from Human Resources Development and Personnel Growth?

Personnel officers and administrators gain most. Anyone who maintains employee data or processes transfers uses the methods straight away.

### How does Human Resources Development and Personnel Growth differ from a strategic human resources course?

It works at officer level on individual records and progression steps. A strategic human resources course works at director level on operating models and multi-year plans.

## What do you bring back from Human Resources Development and Personnel Growth?

You bring back a completed development file template, a needs priority matrix and a progression ladder draft. Apply them to one department first.

## Human Resources Development and Personnel Growth: The Way Forward

The personnel development file gives section heads one place to see each employee's skills, actions and next step. Its first use is deciding who is ready for an acting assignment or internal vacancy. Personnel officers maintain it and line managers consult it. After the first review cycle, revisit the readiness criteria to check they predicted success in the new role.