

BIBF

Human Resources Academy





Bahrain Institute of Banking and Finance (BIBF) has been a cornerstone of the Banking and Financial Services Sector in the Kingdom since its inception in 1981

The growing levels of Bahrainisation, and the sustained growth patterns of the financial services industry, in particular, are clear indications of the success and the commitment to human capital development of the BIBF spanning over the last four decades. Having equipped over 360,000 students with the necessary knowledge and skills in 64 countries, the BIBF has had an unparalleled impact on the tall stature of the Kingdom's excellence in human capital development.

The BIBF's success story has not only raised the visibility of the Institute but has also had a positive impact on the overall stature of the financial services industry in Bahrain and is seen as a major driving factor behind the excellence of the Bahraini workforce both in the public and private sectors. Our international network of globally recognised partners, our creation of some of the world's first curricula in Islamic Finance and Takaful, the breadth and depth of our content, and commitment to career long learning are important milestones towards the growth and development of Bahrain.

This investment, of more than a generation, in content, curriculum development, unique intellectual property, and staff development are unparalleled across the GCC market. The BIBF's legacy continues to be distinctive in the world and one of the greatest assets that takes Bahrain to new levels of excellence in the future.



For more information Scan this QR Code

CORPORATE PROFILE

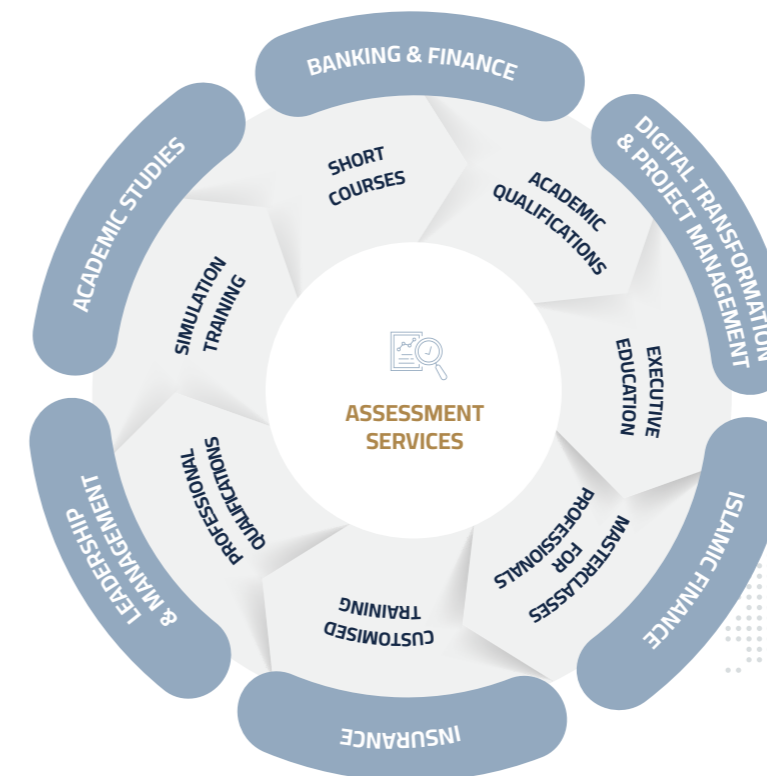
The BIBF is a semi-government training institute affiliated with the Central Bank of Bahrain, established in 1981. The Institute plays a vital role in the training and development of human capital in Bahrain, and beyond.

The BIBF's commitment to excellence has strengthened its position as the leading educational provider across all major business disciplines. The Institute serves as a partner to numerous world-class institutions; delivering Thought Leadership, Assessment and Training in the areas of Banking, Islamic Finance, Executive Development, Accounting and Finance, Academic Studies, Leadership and Management, Insurance, Digital Transformation, Project Management and Supply Chain Management; resulting in a complete business solution.



GLOBAL REACH

The BIBF qualifies over **20,000** learners a year across all major business disciplines and economic sectors. Since its establishment, it has provided training and development opportunities in **64 countries**.



Introduction

Welcome to the BIBF Human Resources Academy! The BIBF is committed to supporting human capital development both locally, regionally and on international level providing opportunities for training and development at all levels.

The BIBF has been working on reframing, revising, and modifying its structure and content in response to the increasing change in market need and demand. As these changes occur, it is essential that the organisations are kept abreast of the latest developments concerning the human resources field to ensure positive affect on the organisational performance.

This academy has been designed to help expand HR skills and professional competencies in line with market need, as well as provide holistic training solutions and learning opportunities for individuals and organisations in the Human Resources field.

This academy has been designed with the goal of providing various training solutions to address the needs of different clients. With its flexible format, these programmes can also be customised to an organisation's strategy requirements specific to its industry and needs.

Partners



Approach



Extensive internal Market Analysis Project. The BIBF enhances offerings to be in line with market needs and to satisfy existing and future market demands.



Globally recognised experts in their fields, have taken the time to understand the particular training needs when it comes to the HR field, and have developed this academy to serve as a holistic guide.



Highly interactive programmes explored through extensive use of case studies and critical incidents, as well as many examples and illustrations drawn from the facilitator's own professional experience.



More change always demands more leadership.

- John P. Kotter. on What Leader Really Do. Harvards Business Review.



Academy Solutions



Leadership development is not just about developing leaders — it is about creating a culture of accountability and performance... Leadership development creates a magnet for high performers and fosters a high-performance organisation. That is why organisations that are 'built to last' have strong histories of leadership development.

– Centre for Creative Leadership



Academy Focus Areas

Core Areas

- People & Ethical Practice
- Professional Courage & Influence
- Business Acumen & Commercial Drive
- Insights Focused & People Analytics
- Digital Working
- Change Management
- Evidence Based Decision-making

Specialist Areas

- Employee Relations Management
- Diversity & Inclusion
- Learning & Development
- Performance & Reward Management
- Resourcing, Talent Management & Workforce Planning
- Organisation Development & Design
- HR Shared Services

PROFESSIONAL QUALIFICATIONS

CIPD

Approved centre

CIPD Qualifications in Leadership
& Management

1

**CIPD LEVEL 3 FOUNDATION
CERTIFICATE IN PEOPLE
PRACTICE**

2

**CIPD LEVEL 5 ASSOCIATE
DIPLOMA IN PEOPLE
MANAGEMENT**

3

**CIPD LEVEL 7 ADVANCED
DIPLOMA IN STRATEGIC
PEOPLE MANAGEMENT**

4

**CIPD LEVEL 7 ADVANCED
DIPLOMA IN STRATEGIC
PEOPLE MANAGEMENT**

5

**CIPD LEVEL 7 ADVANCED
DIPLOMA IN STRATEGIC
LEARNING & DEVELOPMENT**

CIPD Level 3 Foundation Certificate in People Practice

The primary purpose of this qualification is to develop learners' knowledge and skills to build their expertise, inspiring them to undertake tactical tasks that deliver value. Learners will build their confidence and knowledge aimed at being able to contribute to immediate colleagues, customers and the organisation; supporting change and driving impact, to create immediate and short-term value. They will gather information to use in their role and use this to understand their work, organisation and profession more deeply. This can then be applied to the world of work as well as being used as a vehicle to start their journey to CIPD membership at the appropriate level to complement career and professional development.

Qualification Objective

This qualification introduces the learner to a wide range of relevant knowledge and expertise in people practice. It is suited to those learners who:

- Are studying, aspiring to, or embarking on, a career in people practice
- Are working in a people practice support role and wish to develop their knowledge and deliver immediate and short-term value for their organisation
- Wish to develop the specialist knowledge, skills and understanding required to be a people professional

CIPD Level 5 Associate Diploma in People Management

This qualification builds on the CIPD Level 3 Foundation Certificate in People Practice and is aimed at further expanding learners' independent practice to enable them to evolve into more senior roles within organisations as people professionals. Learners' work will be mainly operational with some complexity. They will contribute to the thinking around their work, analysing information to inform choices and actions. Working with and influencing others through their work will create short-term value for a wider audience. Using a framework of HR and L&D understanding, behaviours and skills development, this qualification offers opportunity for learners to transition to employment as people managers.

Qualification Objective

This qualification extends and fosters a deeper level of understanding and application and naturally progresses learners' expertise in people practice. It is suited to individuals who:

- Are aspiring to, or embarking on, a career in people management
- Are working in a people practice role and wish to contribute their knowledge and skills to help shape organisational value
- Are working towards or working in a people manager role.

CIPD Level 5 Associate Diploma in Organisational Learning & Development

This qualification builds on the CIPD L3 Certificate in People Practice and is aimed at further expanding learners' independent practice so that they are able to evolve into learning and development leaders and managers.

Learners' work will be mainly operational with some complexity. They will contribute to the thinking around their work, analysing information to inform organisational learning and its future capability. Creating learning environments and supporting employees to continuously develop will create motivation and value through impactful learning.

Using a framework of HR and L&D understanding, behaviours and skills development, this qualification offers opportunity for learners to transition to employment as learning and development specialists.

Qualification Objective

This qualification extends and fosters a deeper level of understanding and application, and naturally progresses learners' expertise in learning and development.

It is suited to individuals who:

- Are aspiring to, or embarking on, a career in learning and development
- Are working in a people practice role and wish to extend their knowledge and skills to help shape organisational learning and development
- Are working towards or working in a learning and development role.

CIPD Level 7 Advanced Diploma in Strategic People Management

This qualification further extends the disciplines and scope learned in the CIPD Level 5 Associate Diploma in People Management and is aimed at intensifying learners' autonomy and judgement so that they can strategically lead and direct organisations and their people. It offers the opportunity for learners to influence people practitioners and organisations.

Qualification Objective

This qualification galvanises learners with a depth and breadth of understanding of people practice and management to furnish them with the insight and strategy development skills required to operate and lead in an organisational setting at this level.

It is suited to individuals who:

- Are experienced people practitioners
- Are working in a senior people practice role and wish to extend and deepen their skills and understanding to shape strategy, policy and people
- Wish to shape people practice, creating value for a wider audience
- Are currently leading and managing people and practice within organisations.

CIPD Level 7 Advanced Diploma in Strategic Learning & Development

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WORKSHOPS



Cross – functional Skills (HR/Non-HR)

HR FOR NON-HR MANAGERS

Human resources management, a multi-disciplinary subject, is the responsibility of all managers in an organisation. In order to be more effective, managers of different functional areas need to have the required knowledge base in human resources management, as they are involved in the formulation of human resources policies, decisions, and implementation.

FINANCE FOR NON-FINANCE MANAGERS

Financial skills are an integral part of the basic toolkit that any manager should have. Managers should understand the financial implications of their decisions and how to use financial information to improve their company's performance. They need basic financial skills, basic accounting concepts and the ability to interpret the content of financial statements.

INSURANCE FOR HR PROFESSIONALS

Insurance protection can be used as an employee retention tool whereby it ensures that an organisation provides for its employees with security, benefits and savings throughout their careers. In addition, it safeguards the organisation's interests when an employee suffers a misfortune. This course is designed to provide a foundation on employee benefits and how to structure a policy suited to the organisation's employees' needs.

MICROSOFT POWER BI

Power BI is a new software product from Microsoft that helps you find meaning in your data. It is used to take in, transform, analyse, and visualise data in new and exciting ways. Microsoft Power BI produces actionable business intelligence in the form of reports, visualisations, and dashboards that can be shared anywhere in the world.

Understanding Power BI is fast becoming a job skill that is just as important as knowing Word and Excel.

Advanced Power BI Reports Design

Power BI advanced Report Design is where you will learn the second step of Power BI desktop features and take advanced of the DAX language and advanced visualisation. This course requires hands-on coding and writing measures and creating custom columns using the DAX language (Data Analysis Expression).

MS EXCEL BUSINESS DASHBOARD

MS Excel Business Dashboard is an advanced MS Excel course. Participants will learn how to analyse, summarise, and present data in an interactive way using Excel Tools, Functions, Charts Pivot Tables, Pivot Charts, Form Controls. The courses will provide you with good knowledge on how to place dashboards elements on the sheet.

INTRODUCTION TO DATA ANALYTICS

Data analysis can help organisations understand their customers' needs and industry environment. Data analysis provides the systematic approach of how to capture, organise and interpret the data to valuable information for the decision-making process. The course aims to provide the basic concepts of data analysis and how different analysis tools and techniques can perform a better understanding of your customers.

People and Ethical practice

MANAGING A GIG WORKFORCE

In the past ten years the gig economy has grown to become a rock-solid fixture in workforce – and it shows no sign of slowing. Employees in the gig economy – also referred to as the on-demand economy – are sourced only when required for work tasks, or a 'gig'. You might be most familiar with these employees being classified as independent contractors or freelancers.

Professional courage, and influence

EMPLOYEE WELL-BEING

Supporting the wellbeing of your employees is vital for your organisation. Prioritisation of employee health and wellbeing is a central aspect of any people strategy and critical to the way in which an organisation works. This course enables you to lead in creating practices to support wellbeing and to take responsibility for ensuring the health and wellbeing of employees is prioritised wherever and however they are working. You'll explore how integrated approaches to health and wellbeing can also contribute to increased employee engagement and foster a workforce where people are committed to achieving organisational success.

Insights-focused and People Analytics

INTRODUCTION TO PEOPLE ANALYTICS

Today's modern organisations utilise their experts as an integrated part of strategy and productivity. HR's ability to use data driven insights to support and inform decision-making across a business is critical to business efficiency and competitiveness. To do this well, HR needs to talk the language of business.

The aim of this course is to introduce HR professionals to people analytics including understanding the business value of people analytics, identifying data sources, benefits of combining data sources for insight, data mining and pattern analysis for insights and presenting data for decision-making. Participants will be guided through a framework of undertaking a simple people analytics project to offer deeper business insights and value to their organisations.

Digital working

DIGITAL WORKING

The aim of this course is to increase HR professionals' awareness with respect to the digital transformation from a conceptual perspective and how Human Resource Information System (HRIS) is used as a supporting tool in HR strategic decision-making.

Employee relations management

CHALLENGES IN LABOUR CASES - IN PRIVATE SECTOR

Understanding the rights of employees and employers as set by the labour law is very important for organisations that wish to remain relevant in today's business environment. This workshop deals with problems and challenges faced in labour cases which arise in Bahrain's labour courts; learners will understand a range of important aspects of the labour law, such as the rights of employees and employers, the procedures for terminating labour contracts, financial rights and salaries, and holidays and vacations.

EMPLOYMENT LAW & RELATIONS

A comprehensive course for management to understand key employment law issues in the workplace to recognise employment relation situations that create legal liability for businesses, to know the rights of worker and employer. This discipline of law covers myriad issues arising from the engagement of persons to perform work (through employment or otherwise), and the regulation of the collective activities of workers.

Diversity and inclusion

DIVERSITY, EQUITY, AND INCLUSION (DEI)

This workshop is designed for any professional who is interested in understanding and promoting diversity, equity, and inclusion (DEI) in the workplace. Every person taking this workshop will develop their professional skills (i.e. emotional intelligence) to champion a supportive and unbiased culture. HR professionals will be equipped to draft and implement a DEI strategy for implementation to ensure a proper and thorough start to the DEI journey.

Learning and Development

TRAIN THE TRAINER

This workshop is designed keeping in view the need for organisations to have a dedicated training team focusing on the training function. The workshop stresses the importance of training and learning. It examines the significance of training needs analysis, different approaches to training, and identifies the various techniques of training. The skills and traits that a trainer should possess is a part of the workshop. The workshop also provides participants with the opportunity to be involved in simulations, design a training plan, and deliver a training session.

DRIVING PERFORMANCE THROUGH LEARNING

Learning and Development (L&D) professionals are uniquely placed in an organisation to improve both individual employee performance as well as the overall performance of the business. To maximise the impact of learning, activities must be aligned with the goals of the organisation and delivered in the flow of work so that performance improvement is continuous.

RESKILLING & UPSKILLING WORKFORCE

Upskilling or reskilling requires less investment than hiring and training a new employee. When you re-skill your employees, you create a more well-rounded, cross-trained workforce and increase the effectiveness of your team.

The pandemic has drastically altered the world's dynamics. Learning a new skill becomes even more important when people work from home, as it increases the efficiency of remote employees. Only the strongest would survive in a post-covid world. Keeping up with the latest technological advancements becomes critical in such a situation.

L&D AND SHAPING THE ORGANISATION

Today, organisations focus more towards learning and development to enhance their brand value in the market. Technology has empowered learning experiences and mobile technology is likely to act as the most efficient training tool in the future. Employee training is beneficial for employees to improve their performances and for employers to increase business productivity and reduce training expenses.

Performance and Reward Management

EFFECTIVE PERFORMANCE APPRAISALS

Performance Management is a holistic approach to managing performance, which is making ever-greater demands on the knowledge and skills of managers, as they must carry a greater responsibility for their colleagues' results.

With a stronger understanding of the Performance Management sequence, participants will come to the realisation that APPRAISALS are only one small, but extremely important aspect of this sequence.

REWARD MANAGEMENT

This reward management course provides participants with a good understanding of the significance of reward systems in an organisational context. Organisations need to formulate equity-based reward systems to sustain the motivation and engagement of employees. This workshop is aimed at examining the best compensation practices that organisations should employ to reward their employees and enables participants to focus on ethical principles of reward, policy initiatives and key practices in compensation planning. Establishing fair compensation and reward system, effectively managing the system and being proactive in improving the reward system forms a vital part of the workshop.

Resourcing, Talent management and workforce planning

ASSESSMENT METHODS FOR HR

This workshop will focus on the different assessment tools and techniques used by HR from the selection, recruitment, placement, promotion and developmental processes. This programme will take the candidates through the different techniques and evaluate the strengths and limitations of each technique. The candidates will be able to gain not only insight into the different assessment methods available but also, they will be able to demonstrate some of the assessment techniques.

TALENT AND RETENTION MANAGEMENT

Employees are the most important assets of any organisation, especially when significant time and money is invested into their development. Retaining top talent has never been more important in maintaining a competitive edge. Yet in many organisations, this critical function is often left unplanned and without an organisational support system for retention.

This workshop is aimed at examining the best practices that organisations should employ to retain and manage their human talent productively. It offers frameworks for both line and human resource managers to take the lead within their organisations and develop talent management and retention systems that provide clear career paths for highly valued employees.

PSYCHOMETRIC ASSESSMENT

Through our corporate partnership with the Institute of Leadership and Management (ILM), the Chartered Management Institute (CMI) and the Project Management Institute (PMI), and in line with the Education and Training Quality Authority (BQA), the BIBF offers a range of qualifications designed for practicing managers at various levels who wish to develop their core management and leadership skills.

Assessments

Psychometric Assessments



Saville Assessment
WillisTowersWatson

Here at the BIBF, we utilise many different assessment tools providers such as a&dc, Morrisby, Saville Consulting, in order to meet the specific needs of our clients through a well-designed Assessment Center.

Evaluate employee effectiveness and behavioural competencies suited to the role and organisational ecosystem.

Assess individuals in both individual and group-based environments for selection or development

“

According to the Centre for Creative Leadership, 5,000 leadership programme participants around the world — as well as 8,765 of their colleagues were surveyed. 99% of the participants said they achieved success on their target goals related to communication, self-awareness, implementing change, and other areas.

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When it comes to Human Resources, some of the assessment packages that we provide are:

Assessment Types



Recruitment



Succession Planning



Training needs analysis



Employee opinion survey

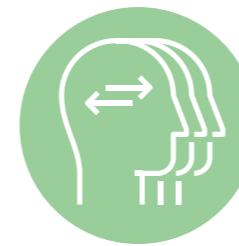


Customisable packages



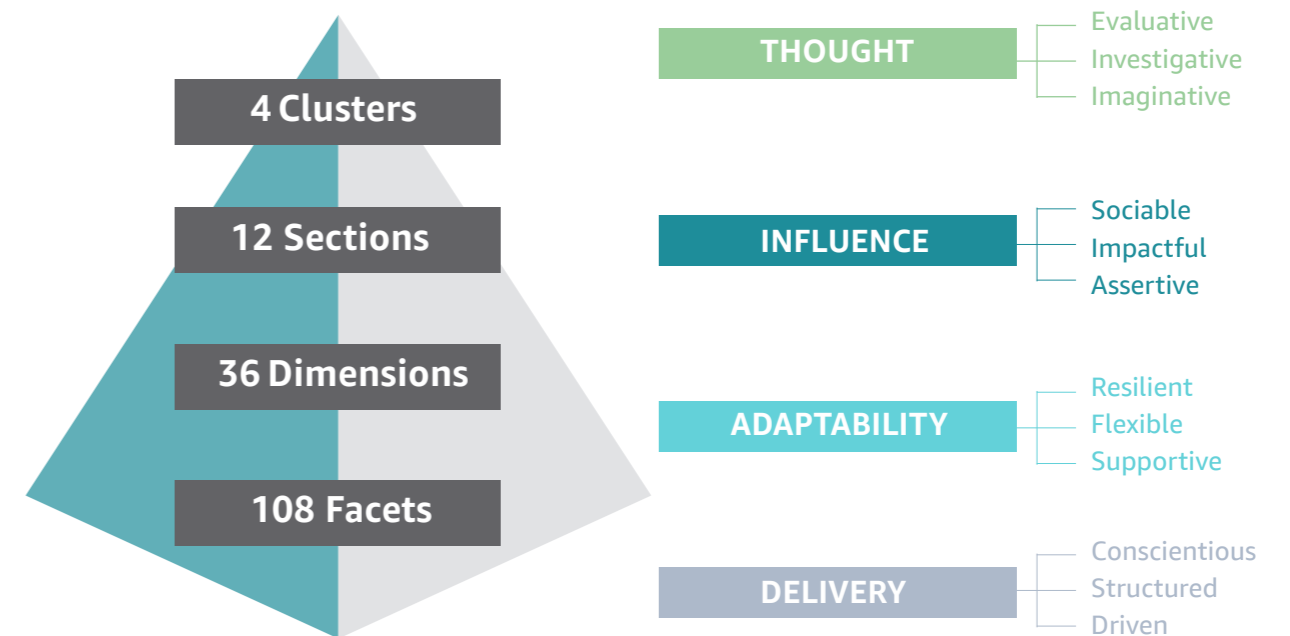
360 Degree Feedback

Personality



The Saville Consulting Wave Professional Styles is a questionnaire which measures motivation, talent, and preferred culture. One of the main purposes of the Wave Professional Styles is for the selection and development and is also suitable for recruitment. The Wave Professional Styles is based on the hierarchical Wave Model. The Wave Model is a hierarchical model built around 4 clusters, 12 sections, 36 dimensions and 108 facets.

The Personality Assessment Measures:



Behavioural



Our online behavioral assessment is the online in tray exercise This assessment simulates an online desktop environment, where candidates are presented with a variety of information and business issues. This power behavioral assessment is a tool to identify the developmental needs of leaders, high potential talents, and supervisors.

The Behavioral Assessment Measures:

- Attention to Detail
- Planning and Organising
- Problem Analysis
- Decisiveness
- Numerical Analysis
- Written Communication
- Interpersonal Sensitivity
- Initiative
- Customer Service
- Judgement
- Commercial Awareness
- Delegation
- Management Control
- Strategic Perspective
- Organisational Sensitivity
- Leadership
- Diversity Awareness



01 Identify and Meet with Stakeholders



02 Set and Prioritised Goals



03 Define Deliverables



04 Create Project Schedules

Language proficiency Assessments



The Oxford Online Placement Test is an adaptive computer-based test of English language proficiency. The test takes approximately 45- 60 minutes to complete, during which the student answers multiple-choice questions. Depending on the answers the student gives, the level of the test adapts to the ability of the student. Areas assessed are vocabulary, grammar, reading and listening.



To give the candidate the opportunity to take responsibility for their own development



To allow the opportunity to explore the reasons for the scoring



To allow each candidate to create their Personal Development Plan

360 Degree Feedback



360 Degree Feedback is a system or process in which employees receive confidential, anonymous feedback from the people who work around them. This typically includes the employee's manager, peers, and direct reports. The sample size will be determined based on the department size and the position of the candidate.

What Does The 360 Degree Feedback Assessment Tool Measure?



Behaviors and competencies



How others perceive an employee



Skills: listening, planning, and goal setting



Teamwork, character, and leadership effectiveness

Aptitude Test



Our flexible and comprehensive aptitude test portfolio measures the core abilities relevant for a range of roles, from entry level employees through to managers and executives. It ensures you identify individuals with the mental agility to meet the requirements of the role. Our suite of online tests continue to set the market standard, from the pioneering Swift Executive Aptitude tests, and the innovative Swift Global, to our dynamic group dashboards.

Why Use Aptitude Tests?



Current and work - relevant items measuring the core abilities required for the role



Dynamic group reporting drives faster and more reliable decision underpinned by accurate data



Short completion times - Swift combination test measuring 3 to 6 key areas in one test



Varied and modern range of questions offering a breadth of measurement and positive candidate experience



High-quality practice and preparation materials available in over 28 languages




Fixed-length format ensures a fairer experience for candidates with a gradual increase in difficulty



For further information contact
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