Haward Technology Middle East

COURSE OVERVIEW HM0853
Certified Talent Acquisition Professional

Course Title
Certified Talent Acquisition Professional

Course Date/Venue
November 16-20, 2026/Glasshouse Meeting Room, Grand Millennium Al Wahda Hotel, Abu Dhabi, UAE

Course Reference
HM0853

Course Duration/Credits
Five days/3.0 CEUs/30 PDHs

Course Description

This practical and highly-interactive course includes real-life case studies and exercises where participants will be engaged in a series of interactive small groups and class workshops.

This course is designed to provide participants with a detailed and up-to-date overview of Certified Talent Acquisition Professional. It covers the employer brand, strategy, culture and values; the current and predicted future trends and patterns in the work environment and impact on employment; the strategic workforce plan, talent acquisition, recruitment, attraction and succession planning; the value proposition, value chain of sound, effective employment practices, employment life cycle and sources for recruitment; and the organisation structure, job profiling, job descriptions, levels of work, job grading, competencies and competency framework.

During this interactive course, participants will learn the legislation and policies to consider/note; the impact of recruiter/talent specialist on the process; identifying own strengths, biases, EQ and conflict style and valuing diversity and inclusion; the selection-process, managing, platform used and tracking and selection process value chain; the advertisement, pre-selection shortlisting, interviewing, assessment, offering, appointment and competency based interviews; the ethics, metrics and confidentiality; and the induction, onboarding and orientation of new employees.

Course Objectives/Outcomes & Benefits for the Participants

Upon the successful completion of the course, each participant will be able to:-

- Get certified as a "*Certified Talent Acquisition Professional*"
- Discuss employer brand, strategy, culture and values including current and predicted future trends and patterns in the work environment and impact on employment
- Carryout strategic workforce plan, talent acquisition, recruitment, attraction and succession planning
- Recognize value proposition, the value chain of sound, effective employment practices, employment life cycle and sources for recruitment
- Review organisation structure, job profiling, job descriptions, levels of work, job grading including competencies and competency framework
- Discuss legislation and policies to consider/note and the impact of recruiter/talent specialist on the process
- Identify own strengths, biases, EQ, conflict style etc. and valuing diversity and inclusion
- Carryout selection-process, managing, platform used and tracking and selection process value chain
- Apply advertisement, pre-selection shortlisting, interview, assessment, offer, appointment and competency-based interviews
- Employ ethics, metrics and confidentiality and the induction, onboarding and orientation of new employees

Exclusive Smart Training Kit - H-STK®

*Participants of this course will receive the exclusive "Haward Smart Training Kit" (**H-STK®**). The **H-STK®** consists of a comprehensive set of technical content which includes **electronic version** of the course materials conveniently saved in a **Tablet PC**.*

Who Should Attend

This course provides an overview of all significant aspects and considerations of talent acquisition for all HR and talent acquisition professionals who want to explore new approaches to attract and employ talents.

Course Fee

US$ 5,500 per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Accommodation

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

Course Certificate(s)

(1) Internationally recognized Competency Certificates and Plastic Wallet Cards will be issued to participants who completed a minimum of 80% of the total tuition hours and successfully passed the exam at the end of the course. Successful candidate will be certified as a "*Certified Talent Acquisition Professional*". Certificates are valid for 5 years.

Recertification is FOC for a Lifetime.

Sample of Certificates

The following are samples of the certificates that will be awarded to course participants:-

(2) Official Transcript of Records will be provided to the successful delegates with the equivalent number of ANSI/IACET accredited Continuing Education Units (CEUs) earned during the course.

Haward Technology Middle East

Continuing Professional Development (HTME-CPD)

CEU Official Transcript of Records

TOR Issuance Date: 14-Nov-21

HTME No. 8667-2014-9020-2555

Participant Name: Abdulsatar Al Otaibi

Program Ref.	Program Title	Program Date	No. of Contact Hours	CEU's
HM0853	Certified Talent Acquisition Professional	November 10-14, 2021	28.25	2.825

Total No. of CEU's Earned as of TOR Issuance Date **2.825**

TRUE COPY

Jaryl Castillo
Academic Director

Haward Technology has been approved as an Authorized Provider by the International Association for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this approval, Haward Technology has demonstrated that it complies with the ANSI/IACET 1-2013 Standard which is widely recognized as the standard of good practice internationally. As a result of their Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for programs that qualify under the ANSI/IACET 1-2013 Standard.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking Continuing Education Units (CEUs) in accordance with the rules & regulations of the International Association for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology is accredited by

P.O. Box 26070, Abu Dhabi, United Arab Emirates | Tel.: +971 2 3091 714 | Fax: +971 2 3091 716 | E-mail: info@haward.org | Website: www.haward.org

Certificate Accreditations

Haward's certificates are accredited by the following international accreditation organizations: -

- British Accreditation Council (BAC)

  Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. Haward's certificates are internationally recognized and accredited by the British Accreditation Council (BAC). BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

- The International Accreditors for Continuing Education and Training (IACET - USA)

  Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

  Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units** (CEUs) in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

  Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:

Ms. Susan Myburg is a **Senior Management Consultant** with almost **30 years** of teaching, training and industrial experience. Her expertise lies extensively in the areas of **Talent Acquisition** in Organizational Success, **Recruitment Planning**, **Coaching & Mentoring**, **Innovation & Creativity**, **Office Management & Administration** Skills, Controlling Your **Time & Managing Stress**, **Crisis** Management, **Embracing Innovation Culture**, Strategic **Talent** Management, **People** Management, **Information** Management, Techniques for **Coaching & Mentoring**, Strategies for Setting Annual Goals, **Monitoring Progress & Evaluation Performance**, **Coaching & Motivation**, **Project** Management, **Project** Management Plan, **Project Work** Monitoring & Control, **Project Scope** Management, **Project Time** Management, **Project Cost** Management, **Project Quality** Management, **Quality** Assurance, **Project Human Resource** Management, **Project Communications** Management, **Project & Contracts** Management Skills, **Project & Construction** Management, **Project Planning & Delegating**, **Project** Planning, Scheduling & Control, Project Delivery & Go vernance Framework, **Project** Management Practices, **Project** Management Disciplines, **Project Risk** Management, **Risk** Identification Tools & Techniques, **Risk, Budgeting & Cost Management in Projects**, **Project** Life Cycle, **Project Stakeholder** & Governance, **Project Management** Processes, **Project Integration** Management, **Leadership** Orientation Programme, **Leading People & Change**, **Leadership & Team Building**, Psychology of **Leadership**, **Interpersonal Skills & Teamwork**, **Creative Thinking & Problem-Solving** Techniques, **Emotional Intelligence**, **Presentation** Skills, **Communication & Interpersonal** Skills, Effective **Communication & Influencing** Skills, Effective **Business Writing Skills**, **Writing** Business Documents, **Change** Management and **Negotiations** Management.

During her career life, Ms. Myburg has gained her academic and field experience through her various significant positions and dedication as the **General Manager**, **Regional Manager**, **Head of Bankfin**, **HR Consultant**, **Group Executive**, **Account Executive** and Senior Instructor/Trainer from various international companies such as the South African Post Office, ABSA, Optimal Leading, just to name a few.

Ms. Myburg has a **Master's** degree in **Executive Development Programme**, **Bachelor** degrees in **Personnel Management** and **Industrial Psychology**. Further, she is a **Certified Instructor/Trainer** and a **Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership & Management** (**ILM**). She has further delivered numerous trainings, courses, seminars, conferences and workshops globally.

Training Methodology

Our courses employ an interactive, learner-centred methodology that integrates theoretical knowledge with practical application. The training is delivered through a suitable combination of some or all of the following methods, selected according to the course content and learning objectives:

- Instructor-led presentations and facilitated discussions
- Practical workshops and participant presentations
- Hands-on exercises and real-world case studies
- Equipment demonstrations and technical drawings
- Hardware- and software-based simulations
- Gamification & Role Play in soft-skills courses only
- Virtual Reality (VR) and Augmented Reality (AR)
- Instructional videos and other relevant training resources

This blended approach encourages active participation, strengthens practical skills and supports the effective application of acquired knowledge in the workplace.

Learning Design & Customization

This course can be customized to the exact requirements of clients. Haward Technology is so proud of our huge capabilities in tailoring our courses to the training needs of our valued clients.

Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

Day 1: ***Monday, 16th of November 2026***

0730 – 0800	*Registration & Coffee*
0800 – 0815	*Welcome & Introduction*
0815 – 0830	***PRE-TEST***
0830 – 0930	***Orientation & Context***
0930 – 0945	*Break*
0945 – 1100	***Employer Brand – (Industry) Strategy, Culture, Values***
1100 – 1230	***Current & Predicted Future Trends & Patterns in the Work Environment & Impact on Employment (e.g. 4IR, AI etc.)***
1230 – 1245	*Break*
1245 - 1400	***Strategic Workforce Plan***
1400 – 1420	***Reading & Self-Scoring Questionnaires***
1420 – 1430	***Recap***
1430	*Lunch & End of Day One*

Day 2: ***Tuesday, 17th of November 2026***

0730 – 0800	***Check-In & Recap of Day 1***
0800 - 0930	***Talent: Acquisition, Recruitment, Attraction, Succession Planning***
0930 – 0945	*Break*
0945 – 1100	***Value Proposition & the Value Chain of Sound & Effective Employment Practices***

1100 – 1230	***Employment Life Cycle***
1230 – 1245	*Break*
1245 - 1420	***Sources for Recruitment***
1420 – 1430	***Recap***
1430	*Lunch & End of Day Two*

Day 3: Wednesday, 18th of November 2026

0730 – 0800	***Check-In & Recap of Day 2***
0800 - 0930	***Organisation Structure, Job Profiling, Job Descriptions***
0930 – 0945	*Break*
0945 – 1030	***Levels of Work, Job Grading***
1030 - 1230	***Competencies & Competency Framework***
1230 – 1245	*Break*
1245 – 1330	***Legislation & Policies to Consider/Note***
1330 - 1420	***Introduce & Position: "Self" – Impact of 'Recruiter'/ 'Talent Specialist' on the Process – Exploring Own Strengths, Biases, EQ, Conflict Style etc.***
1420 – 1430	***Recap***
1430	*Lunch & End of Day Three*

Day 4: Thursday, 19th of November 2026

0730 – 0800	***Check-In & Recap of Day 3***
0800 – 0900	***Continuation of the Work Around "Self" – Impact of 'Recruiter' / 'Talent Specialist' on the Process – Exploring Own Strengths, Biases, EQ, Conflict Style etc.***
0900 - 0930	***Discussion of Homework (Questionnaires)***
0930 – 0945	*Break*
0945 – 1030	***Valuing Diversity & Inclusion***
1030 – 1130	***Selection – Process, Managing, Platform Used & Tracking***
1130 - 1230	***The Selection Process Value Chain: Job/Position, e.g..; Advertisement, Pre-Selection Shortlisting, Interview, Assessment, Offer, Appointment***
1230 – 1245	*Break*
1245 – 1330	***Competency Based Interviews***
1330 - 1420	***Ethics, Metrics & Confidentiality***
1420 – 1430	***Recap***
1430	*Lunch & End of Day Four*

Day 5: Friday, 20th of November 2026

0730 – 0800	***Check-In & Recap of Day 4***
0800 - 0930	***Case Study & Role Play***
0930 – 0945	*Break*
0945 – 1100	***New Employee: Induction, On-Boarding, Orientation***
1100 - 1230	***Integration & Clarification of any Concerns or Questions from Delegates (Open-Floor Discussion)***
1230 - 1245	*Break*
1245 - 1300	***Assessment: Case Study (Individual Work)***
1300 – 1315	***Course Conclusion***
1315 – 1415	***COMPETENCY EXAM***
1415 – 1430	*Presentation of Course Certificates*
1430	*Lunch & End of Course*

Practical Sessions

This practical and highly-interactive course includes real-life case studies and exercises:-

Course Coordinator

Mari Nakintu, Tel: +971 2 30 91 714, Email: mari1@haward.org