



COURSE OVERVIEW HM0853
Certified Talent Acquisition Professional

Course Title

Certified Talent Acquisition Professional

Course Date/Venue

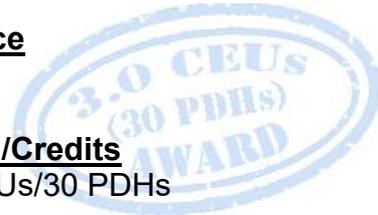
February 09-13, 2026/Glasshouse Meeting Room,
Grand Millennium Al Wahda Hotel, Abu Dhabi, UAE

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

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 * CEUs * Haward Technology * CEUs * Haward Technology * CEUs * Haward Technology *



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



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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.

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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 & Governance 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

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

- 30% Lectures
- 20% Practical Workshops & Work Presentations
- 30% Hands-on Practical Exercises & Case Studies
- 20% Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

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, 09th of February 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, 10th of February 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, 11th of February 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	<i>Break</i>
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	<i>Lunch & End of Day Three</i>

Day 4: Thursday, 12th of February 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	<i>Break</i>
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	<i>Break</i>
1245 - 1330	Competency Based Interviews
1330 - 1420	Ethics, Metrics & Confidentiality
1420 - 1430	Recap
1430	<i>Lunch & End of Day Four</i>

Day 5: Friday, 13th of February 2026

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

Practical Sessions

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



Course Coordinator

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