

Specialization Mini-MBA in Taxation for Human Resources



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Plan of Specialization MINI-MBA in Taxation for Human Resources

Total Length

50 Hours

Target Audience

All business executives Professionals and technical staff with any training, they need to deepen or update their knowledge in the area of Taxation and Human Resources. The ownership of degree is not a requirement.

Outcome Profile

All students are entitled to a certificate of participation in MINI-MBA.

Additionally and without any additional cost, can undergo a proficiency test at the end of the Specialization Mini-MBA. This is optional and after approval, participants receive a certificate of "Approved in the Evaluation Exam." **This certificate provides access to academic equivalence disciplines at level of Bachelor or Master according to the University chosen by the student.**

High Skills cannot ensure the level of credits earned because they are only the responsibility of the university and Specialization Mini-MBA chosen by the participant.

Pre requirements

Not applicable.

General objectives

The knowledge and clarifying the management of human resources and taxation is an imperative today. These contents are the essential foundations for the development of business and social life. In this Mini -MBA graduates acquire the knowledge necessary for planning and management of human resources and taxation of theoretical and practical way. Using simulators, prepare contracts, compared minutes, apply all the knowledge acquired.

Specific objectives

At the end of the Specialization Mini-MBA the students will be able to:

- ✓ Planning and controlling human resource management: concepts, methods;
- ✓ Identify models of human resource management systems;
- ✓ Define ways of implementation, internal regulations, procedures and the intended goals of a reward system;
- ✓ Build a remuneration system based on the pillars of performance and meritocracy;
- ✓ Recognize the basic law of social security and its binding regime;
- ✓ Recognize and compare the different tax regimes and international conventions to avoid double taxation;
- ✓ Recognizing the procedure for payroll;
- ✓ Identify methodologies for organizing the registration of workers;
- ✓ Recognize the methods and attendance control techniques;
- ✓ Identify types of employment contract and characterizing the applicable legal regime.

Modular structure and workload

Module	Duration
<i>Module 0 – Opening</i>	1h
<i>Module I – Plan and control the management of human resources</i>	5h
<i>Module II - Module II – Design and develop a Salary Structure, Managing a rewards system based on performance and recognize the Rewards Management Importance and Motivation System and Employee Retention</i>	6h
<i>Module III – Understand what social security is and meet and compare social security in different countries</i>	6h
<i>Module IV - Know several methods to organize the registration of workers</i>	6h
<i>Módulo V - Managing the control of attendance and absenteeism (methods and techniques), Know some attendance control systems and manage schedules</i>	6h
<i>Module VI – Getting it "wage structure" (for jobs and wages policy)</i>	6h
<i>Module VII - Meet legal standards of regulatory work</i>	6h
<i>Module VIII – Optional – Preparation and Exam</i>	8h
<i>Module IX – Closing</i>	
Total	50h

Program Content

Module 0 – Opening

- Presentation of trainers and trainees;
- Presentation of the objectives and training program operating methodologies.

Module I – Plan and control the management of human resources

- Concept;
- Steps to a good model of Human Resources;
- Methods to be used.
- Recognize the strategic nature of rewards, such as Management System of Human Resources
 - What is a rewards system;
 - Objectives of the rewards system.

Module II – Design and develop a Salary Structure, Managing a rewards system based on performance and recognize the Rewards Management Importance and Motivation System and Employee Retention

- Components of the reward system. Intrinsic rewards and extrinsic rewards.
- Intrinsic rewards.

- Functional design; Management style;
- Development opportunities;
- Recognition mechanisms;
- Career Development;
- Extrinsic rewards;
- Salary; incentives; benefits; status symbols;
- General principles of the remuneration system;
- The Remuneration system based on performance;
- Building a Salary. Structure determination of Single Salary;
- Evolution of Single Salary;
- Incentives Systems;
- Social and Specific Benefits;
- The status symbols.
- Test the effectiveness of Reward Systems
 - Test realization Effectiveness Rewards System.

Module III – Understand what social security is and meet and compare social security in different countries

- Social security concept;
- Social security models;
- Social security – an international perspective compared.
- Realize the importance of taxation and assess and compare the taxation in different countries (EU and other countries)
 - Taxation concepts;
 - Taxation – an international perspective compared.
- Analyze and simulate different taxes based on local legislation
 - Analysis of case studies with simulators based on local legislation.

Module IV – Know several methods to organize the registration of workers

- Organizational methods of registration of workers.
- Process and manage wages (tools)
 - Payroll – fundamental aspects;
 - Tools to support the wages of management;
 - Application exercises.

Module V – Managing the control of attendance and absenteeism (methods and techniques), Know some attendance control systems and manage schedules

- Management of absenteeism;
- Support systems to control attendance and absenteeism management.
- Apply practical cases (Control of presence)
 - Analysis of case studies and practical exercises.

Module VI – Getting it "wage structure" (for jobs and wages policy)

- The salary structure.
- Compare salaries with market values
 - Salary benchmarking.
- Define and implement roles and functions
 - Modeling wage architecture to functions.
- Perform exercises (Salary Structure)
 - Exercises of practical application.

Module VII – Meet legal standards of regulatory work

- Legislative aspects of the work.
- Knowing the ways of Workers Hiring Expatriates:
 - The hiring.
- Analyze employment contracts concluded with Expatriate Workers:
 - Expatriate contracts.
- Analyze different drafts:
 - Case studies and practical exercises, applying local laws.

Module VIII - Optional – Preparation and Exam

- Assess and evaluate the knowledge acquired.

Module IX – Closing

- Evaluation of the Specialization Mini-MBA: trainers and trainees.

Methodology

This Specialization Mini-MBA aims to promote an interactive environment between the trainer and the group as well as among all trainees. Like this refers to an approach of the contents through the use of diverse methods and teaching techniques.

Moment / Objective	Method/ Technique
In every modules.	Expository Demonstrative Active
In every modules.	Analysis of Real Cases
In every modules.	Interrogative

Students Assessment

The assessment techniques indicated are framed by the three time points as follows, expressed by the following table:

Moment	Technique	Instrument	Objective
Initial	Oral questions formulation	Script of questions	Prerequisites verification
Formative	Observation	Grid Observation	Performance assessment throughout the sessions
Summative	Assessment	Test	

Didactic Resources

- ✓ Training Room;
- ✓ Video projector;
- ✓ Theoretical documentation;
- ✓ Trainee Kit.

Training Team

Dr Hélder Couto

Academic qualifications

Air Force / Aeronautical Science Officer Course, Air Force Military and Technical Training Center / Air Force Academy, in 2002;

Degree in Sociology from the Higher Institute of Social and Political Sciences of the Technical University of Lisbon, in 2010;

Post-Graduation in Data Analysis in Social Sciences (SPSS), by ISCTE-Instituto Universitário de Lisboa, in 2011;

Post-graduated in Management and Public Administration from the Higher Institute of Social and Political Sciences of the Technical University of Lisbon, in 2013;

Specialization Course in Security Management at Universidade Aberta, in 2014.



Professional Career:

Between 2001 and 2002 Personnel technician at Continental Mabor;

Between 2002 and 2010 Officer of the Portuguese Air Force (Leadership and Leadership Functions, being an internal trainer in the Armed Forces in areas related to the development and management of aeronautical personnel);

Between 2009 and 2010 Júnior Researcher at the Technical University of Lisbon;

Since 2011 Trainer and International Consultant;

Since 2016 Trainer and Consultant at High Skills with skills in the area of Human Resources; in Public Administration and in Management and Culture in Organizations and with experience in the Portuguese, Angolan, Mozambican, Sao Tome and Cape Verdian markets.

Conditions

If you have more than two participants contact us to know our business benefits!

High Skills – Formação e Consultoria, LDA.

Avenida de Berna, nº 8 1050-040 Lisboa, Portugal

Nº fiscal: 513 084 568

Registration is confirmed only after issuance of the pro-forma invoice / final invoice and payment thereof.

Cancellations and Miss of Presence

Trainee/s may cancel their subscription up to 6 business days prior to the Specialization Mini-MBA start date.

The (s) trainee (s) may be substituted by other (s) participant (s) and must report the change within 5 working days before the Specialization Mini-MBA starts.

If Trainee (s) don't show up at the beginning of the training day will not lead to a refund of the registration fee and will be charged in full.

Application Form

1. CLIENT (Fill in when the Forming is not final customer)			
Entity:		Telephone:	
Responsible:		E-mail:	
Address:			
Postal Code:		Fax:	
VAT Number:			
2. GRADUATES DATA			
Name:			
E-mail:			
Naturality:			
Mini-MBA:	Specialization Mini-MBA in Taxation Labour for Human Resources		
Birth Date:		Nacionality:	
Passaport:		Expiration date:	

Possible contacts for more information:

E-mail: geral@highskills.pt

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