

# € TRAINING

Essentials of Human Resources  
Management

A group of four smiling business professionals (two men and two women) are seated at a table in a meeting room. They are all wearing white shirts. The woman in the foreground is wearing a black top and a multi-strand necklace. The background is a bright, modern office setting with large windows.

27 - 31 October 2024  
Amman (Jordan)



# Essentials of Human Resources Management

REF: H1294 DATE: 27 - 31 October 2024 Venue: Amman (Jordan) - Fee: 3350 Euro

## Introduction:

This training program covers the essentials of Human Resources Management, providing a comprehensive foundation in HR practices and principles. It empowers participants to effectively manage HR functions and contribute to organizational success.

## Program Objectives:

By the end of this program, participants will be able to:

- Understand fundamental HR concepts and practices.
- Implement effective HR policies and procedures.
- Manage employee relations and performance.
- Develop and execute HR strategies that align with business goals.
- Apply best practices in recruitment, training, and development.

## Targeted Audience:

- HR Managers.
- HR Coordinators.
- Personnel Administrators.
- HR Consultants.
- Small Business Owners.

## Program Outline:

### Unit 1:

#### Introduction to Human Resources Management:

- Overview of HRM and its role in organizations.
- Key functions and responsibilities of HR professionals.
- HRM strategies and their impact on organizational success.

- Current trends and challenges in HRM.
- Understanding HR's contribution to business objectives.

## Unit 2:

### Recruitment and Selection:

- Techniques for effective recruitment and job advertising.
- Strategies for sourcing and attracting top talent.
- The recruitment process: from job descriptions to interviews.
- Best practices in candidate selection and assessment.
- Legal and ethical considerations in recruitment.

## Unit 3:

### Training and Development:

- Identifying training needs and setting development goals.
- Designing and implementing training programs.
- Methods and tools for effective employee development.
- Evaluating the effectiveness of training programs.
- Creating a culture of continuous learning and growth.

## Unit 4:

### Employee Relations and Performance Management:

- Building and maintaining positive employee relations.
- Techniques for managing performance and conducting evaluations.
- Handling employee grievances and disciplinary actions.
- Strategies for enhancing employee engagement and motivation.
- Addressing and resolving workplace conflicts.

## Unit 5:

## HR Policies and Procedures:

- Developing and implementing HR policies and procedures.
- Ensuring compliance with labor laws and regulations.
- Communicating HR policies effectively to employees.
- Monitoring and updating HR policies as needed.
- Evaluating the impact of HR policies on organizational performance.