

€ TRAINING

Fundamentals of Human Resource
Management



17 - 21 November 2024
Dubai (UAE)



Fundamentals of Human Resource Management

REF: H2380 DATE: 17 - 21 November 2024 Venue: Dubai (UAE) - Fee: 4400 Euro

Introduction:

This training program provides a foundational understanding of the core principles of Human Resource Management HRM, focusing on the essential functions that contribute to effective workforce management. Participants will learn about recruitment, employee development, performance management, and legal compliance in HR.

Program Objectives:

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

- Understand the core functions of Human Resource Management.
- Implement effective recruitment and selection processes.
- Develop strategies for employee training and development.
- Manage employee performance and handle appraisals effectively.
- Ensure compliance with legal regulations in the HR context.

Target Audience:

- New HR professionals.
- Managers and Supervisors involved in HR-related activities.
- Employees interested in transitioning to an HR role.
- Professionals seeking a refresher on HR basics.
- Talent Acquisition Specialists.

Program Outline:

Unit 1:

Introduction to Human Resource Management HRM:

- Overview of HRM and its importance in organizations.
- Core functions and roles of HR professionals.

- The strategic role of HR in achieving organizational goals.
- The evolving role of HR in the modern workplace.

Unit 2:

Recruitment and Selection:

- Understanding the recruitment process: from job analysis to onboarding.
- Techniques for attracting and selecting the best talent.
- Developing effective job descriptions and specifications.
- Legal considerations in recruitment and hiring.
- Managing the interview process and assessing candidates.

Unit 3:

Training and Development:

- The importance of employee training and development in organizations.
- Identifying training needs and designing effective programs.
- Types of employee development programs and their impact.
- Evaluating the effectiveness of training initiatives.
- Encouraging continuous learning and career development.

Unit 4:

Performance Management and Appraisals:

- Key principles of performance management.
- Setting clear performance goals and expectations.
- Conducting performance appraisals and providing feedback.
- Addressing underperformance and developing improvement plans.
- Rewarding high performance and managing talent retention.

Unit 5:



Legal Compliance and HR Policies:

- Overview of key employment laws and regulations.
- Developing HR policies that ensure legal compliance.
- Handling workplace issues: discrimination, harassment, and employee rights.
- Managing employee relations and conflict resolution.
- Best practices for maintaining a fair and compliant workplace.