



Consulting and Training | Reach New Heights

Course Name

Essential Skills for the HR Professional and Managers

Sector Name

HR Strategy and Training

Document Type

Generated by Boostlab

[Click Here To Visit Course](#)

ABU DHABI: +971 2 449 6000

ABU DHABI: +971 50 412 3294

DUBAI: +971 4 888 6787

KSA: +966 56 416 0617

EGYPT: +20 127 111 1770

Essential Skills for the HR Professional and Managers

Course Introduction

The human resources (HR) field has always been one of the core divisions of any organization. With responsibilities that range from hiring and onboarding to tending to the daily concerns of employees of organizations, HR personnel must possess the necessary skills to manage any type of workforce and attain organizational goals and objectives.

Evaluate employee performances

This training program is designed to provide participants with concepts and techniques to evaluate employee performances on a regular scale and provide proper incentives to keep them motivated. This course covers the essential skills and attributes required for HR personnel to thrive in all aspects of the employee lifecycle, including Strategy, Recruitment, Talent Management, Performance Management, Career Management, Learning & Development, and Rewards and Recognition.

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To Visit Course](#)

Essential Skills for the HR Professional and Managers

Target Audience

- ✓ Business Leaders & Managers
- ✓ HR Business Partners
- ✓ HR Professionals – HR managers, specialists, and generalists
- ✓ HR Analysts

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To Visit Course](#)

Essential Skills for the HR Professional and Managers

Learning Objectives

- ✓ Understand the importance of Emotional Intelligence (EI) to HR professionals and apply simple techniques to develop their emotional quotients.
- ✓ Identify the differences between influencing and persuading, and use the best techniques in applying them in HR work-related situations
- ✓ Apply basic skills of conflict resolution, including influencing, to make the right decisions relative to employees.
- ✓ Learn various budgeting techniques and apply them immediately in HR-related scenarios
- ✓ Gain new techniques for coaching and counseling in HR specific situations.

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To Visit Course](#)

Essential Skills for the HR Professional and Managers

Course Outline

✓ 01 Day One

Emotional intelligence (EI): the base for honing HR professional competencies

- ✓ Definition of emotional intelligence
- ✓ Self-awareness and self-management
- ✓ The importance of EI for HR professionals
- ✓ Developing EI competencies
- ✓ Daily applications in the HR environment

ABU DHABI: +971 2 449 6000

ABU DHABI: +971 50 412 3294

DUBAI: +971 4 888 6787

KSA: +966 56 416 0617

EGYPT: +20 127 111 1770

[Click Here To vist Course](#)

Essential Skills for the HR Professional and Managers

Course Outline

✓ **02 Day Two**

Persuasion and influencing

- ✓ Definition of persuasion and influencing
- ✓ Steven Covey's circle of influence and circle of concern
- ✓ HR application of persuasion and influencing
- ✓ The different techniques of influence and persuasion
- ✓ Use of techniques for different business and HR situations

ABU DHABI: +971 2 449 6000

ABU DHABI: +971 50 412 3294

DUBAI: +971 4 888 6787

KSA: +966 56 416 0617

EGYPT: +20 127 111 1770

[Click Here To vist Course](#)

Essential Skills for the HR Professional and Managers

Course Outline

✓ **03 Day Three**

Creative Problem-Solving and Decision-Making

- ✓ Scanning, analysis, responses, and assessment
- ✓ The problem-solving cycle
- ✓ Creative problem solving: methods and overcoming barriers
- ✓ The link between problem-solving and decision-making
- ✓ The 6-step process to decision-making

ABU DHABI: +971 2 449 6000

ABU DHABI: +971 50 412 3294

DUBAI: +971 4 888 6787

KSA: +966 56 416 0617

EGYPT: +20 127 111 1770

[Click Here To vist Course](#)

Essential Skills for the HR Professional and Managers

Course Outline

✓ **04 Day Four**

Understanding Accounting & Finance

- ✓ Accounting versus finance o Accounting: recording and reporting
- ✓ Finance: analysis and decision making
- ✓ Understanding financial statements
- ✓ Income statements, balance sheets, and the cash flow statement
- ✓ Performance measurement
- ✓ Trend analysis
- ✓ Common-size financial statements
- ✓ Techniques of operational budgeting
- ✓ Importance of budgeting
- ✓ Methods of budgeting
- ✓ Incremental budgets
- ✓ Zero-based budgeting
- ✓ Participative budgeting
- ✓ Budgets as a control mechanism

ABU DHABI: +971 2 449 6000

ABU DHABI: +971 50 412 3294

DUBAI: +971 4 888 6787

KSA: +966 56 416 0617

EGYPT: +20 127 111 1770

[Click Here To vist Course](#)

Essential Skills for the HR Professional and Managers

Course Outline

✓ **05 Day Five**

Coaching and Counselling Employees and Line Managers

- ✓ Coaching, Counseling, and Mentoring
- ✓ Importance of Coaching and Counselling to HR Professionals
- ✓ Difference between Coaching, Counseling, and Mentoring
- ✓ The 5 Principles of Coaching:
 - ✓ Principle 1: Feedback
 - ✓ Principle 2: Accountability
 - ✓ Principle 3 Challenge
 - ✓ Principle 4: Tension
 - ✓ Principle 5: Systems
- ✓ The “TGROW” Model of a Super Coach (Topic, Goal, Reality, Options, Will)

ABU DHABI: +971 2 449 6000

ABU DHABI: +971 50 412 3294

DUBAI: +971 4 888 6787

KSA: +966 56 416 0617

EGYPT: +20 127 111 1770

[Click Here To vist Course](#)

Essential Skills for the HR Professional and Managers

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Dec. 27, 2026	Dec. 31, 2026	5 days	4250.00 \$	KSA , Al Khobar
April 5, 2027	April 9, 2027	5 days	4250.00 \$	UAE , Dubai
June 22, 2026	June 26, 2026	5 days	4250.00 \$	UAE , Abu Dhabi
July 27, 2026	July 31, 2026	5 days	4950.00 \$	Austria , Vienna
Aug. 3, 2026	Aug. 7, 2026	5 days	4950.00 \$	England , London

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To vist Course](#)

info@boostuae.com info@boostorg.com

Generated by BoostLab •

