



Consulting and Training | Reach New Heights

Course Name

HR Fundamentals

Sector Name

HR Strategy and Training

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HR Fundamentals

Course Introduction

HR professionals

Understanding HR Fundamentals is essential for anyone involved in managing people and organizational processes. Human Resources (HR) plays a vital role in ensuring organizational effectiveness, employee engagement, and compliance with legal and ethical standards. Mastering HR basics is key to fostering a productive work environment, supporting organizational growth, and managing workforce dynamics. This foundational knowledge enables HR professionals to align HR practices with business objectives while enhancing employee satisfaction and organizational success.

HR Fundamentals

This HR Fundamentals training program provides a comprehensive overview of essential HR functions and practices. Each day focuses on a core area, from understanding HR's strategic role to mastering recruitment, employee relations, and performance management. The course blends theoretical concepts with practical applications, ensuring participants develop a solid foundation in HR principles.

Training Course Methodology

This course is designed to be interactive and participatory, and includes various learning tools to enable the participants to function effectively and efficiently. The course will use sessions, exercises, and case applications, and presentation about proven-by-practice methods, new insights and ideas about the topic and its effects in a corporate world.

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HR Fundamentals

Target Audience

- ✓ HR Assistants & Coordinators
- ✓ HR Generalists
- ✓ Fresh graduates interested in HR careers
- ✓ First-time People Managers
- ✓ Department Supervisors
- ✓ Small Business Owners managing HR functions

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HR Fundamentals

Learning Objectives

- ✓ Gain a comprehensive understanding of key HR functions and responsibilities.
- ✓ Learn effective recruitment and selection processes.
- ✓ Develop skills to manage employee relations and foster positive workplace culture.
- ✓ Understand the principles of performance management and talent development.
- ✓ Enhance knowledge of HR compliance and ethical practices.

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Course Outline

✓ Day 01

Introduction to Human Resources Management

- ✓ The strategic role of HR in organizations.
- ✓ Key HR functions and responsibilities.
- ✓ Understanding organizational structure and workforce planning.
- ✓ The importance of organizational culture and values.
- ✓ HR's role in business strategy and organizational success.
- ✓ Legal and ethical considerations in HR management.
- ✓ Emerging trends in HR practices.

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Course Outline

✓ Day 02

Recruitment and Selection Fundamentals

- ✓ Overview of the recruitment lifecycle.
- ✓ Crafting effective job descriptions and specifications.
- ✓ Sourcing strategies and attracting talent.
- ✓ Screening and shortlisting candidates.
- ✓ Interviewing techniques and best practices.
- ✓ Selection criteria and decision-making processes.
- ✓ Legal compliance in recruitment and selection.

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Course Outline

✓ Day 03

Employee Relations and Engagement

- ✓ Building positive workplace relationships.
- ✓ Understanding employee engagement and its impact.
- ✓ Communication strategies for effective employee relations.
- ✓ Addressing grievances and conflict resolution.
- ✓ Managing diversity and inclusion in the workplace.
- ✓ Promoting a healthy work environment.
- ✓ Strategies for employee retention and satisfaction.

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Course Outline

✓ Day 04

Performance Management and Development

- ✓ The purpose and process of performance management.
- ✓ Setting SMART goals and performance expectations.
- ✓ Conducting effective performance appraisals.
- ✓ Identifying and addressing performance gaps.
- ✓ Career development and succession planning.
- ✓ Coaching and mentoring techniques.
- ✓ Reward and recognition strategies.

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Course Outline

✓ Day 05

HR Compliance and Best Practices

- ✓ Understanding key employment laws and regulations.
- ✓ Policies for workplace safety and employee welfare.
- ✓ Ethical considerations in HR practices.
- ✓ Managing employee data and confidentiality.
- ✓ HR reporting and documentation requirements.
- ✓ Auditing HR practices for compliance and efficiency.

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Feb. 1, 2027	Feb. 5, 2027	5 days	4250.00 \$	UAE , Dubai
Sept. 20, 2027	Sept. 24, 2027	5 days	4250.00 \$	UAE , Abu Dhabi
Dec. 14, 2026	Dec. 18, 2026	5 days	4950.00 \$	Netherlands , Amsterdam
May 9, 2027	May 13, 2027	5 days	4250.00 \$	KSA , Riyadh

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