



Consulting and Training | Reach New Heights

Course Name

HR Management for Non-HR 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



HR Management for Non-HR Managers

Course Introduction

This training program equips managers with the core HR knowledge needed to lead teams effectively, manage performance, and support organizational culture while aligning with HR standards.

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](#)



HR Management for Non-HR Managers

Target Audience

Department managers, supervisors, team leaders, project leaders, and non-HR professionals responsible for managing people.

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](#)



HR Management for Non-HR Managers

Learning Objectives

- ✓ HR's strategic role and its impact on teams.
- ✓ Apply essential HR practices in recruitment, evaluation, and engagement.
- ✓ Handle employee relations and workplace issues professionally.
- ✓ Improve decision-making related to people management.
- ✓ Enhance coordination between line managers and HR departments.

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](#)



HR Management for Non-HR Managers

Course Outline

✓ DAY 01

HR Essentials for Managers

- ✓ Understanding the HR function and its main responsibilities.
- ✓ The manager's role in people management.
- ✓ Core HR principles every manager must know.
- ✓ HR policies and their implications.
- ✓ Managing workforce planning needs.
- ✓ Employee lifecycle overview.
- ✓ Manager-HR collaboration framework.
- ✓ Legal and ethical considerations.

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](#)



HR Management for Non-HR Managers

Course Outline

✓ Day 02

Recruitment & Selection

- ✓ Identifying workforce needs through job analysis.
- ✓ Writing effective job descriptions with HR.
- ✓ Screening and shortlisting best practices.
- ✓ Interviewing skills for managers.
- ✓ Assessing competencies and culture fit.
- ✓ Reducing hiring errors and bias.
- ✓ Supporting onboarding and early development.
- ✓ Understanding probation management.

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](#)



HR Management for Non-HR Managers

Course Outline

✓ Day 03

Performance Management

- ✓ Principles of fair performance evaluation.
- ✓ Setting SMART performance expectations.
- ✓ Conducting appraisal discussions.
- ✓ Coaching and feedback techniques.
- ✓ Identifying performance gaps.
- ✓ Managing underperformance legally and ethically.
- ✓ Supporting employees' career development.
- ✓ Creating team performance improvement plans.

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](#)



HR Management for Non-HR Managers

Course Outline

✓ Day 04

Employee Engagement & Relations

- ✓ Understanding what drives employee engagement.
- ✓ Building a positive team culture.
- ✓ Identifying workplace stressors.
- ✓ Conflict resolution for managers.
- ✓ Managing attendance and behavioral issues.
- ✓ Manager's role in promoting well-being.
- ✓ Handling grievances professionally.
- ✓ Encouraging teamwork and collaboration.

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](#)



HR Management for Non-HR Managers

Course Outline

✓ Day 05

HR Compliance & Modern People Practices

- ✓ Overview of employment law basics.
- ✓ Manager responsibilities for compliance.
- ✓ Documentation and reporting essentials.
- ✓ Data privacy considerations.
- ✓ Diversity, equity, and inclusion practices.
- ✓ Ethical leadership in people management.
- ✓ Supporting disciplinary processes properly.
- ✓ Integrating HR best practices into daily management.

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](#)



HR Management for Non-HR Managers

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Jan. 18, 2027	Jan. 22, 2027	5 days	4950.00 \$	Spain , Madrid
May 10, 2027	May 14, 2027	5 days	4250.00 \$	UAE , Dubai
Aug. 16, 2027	Aug. 20, 2027	5 days	4250.00 \$	UAE , Abu Dhabi
Dec. 14, 2026	Dec. 18, 2026	5 days	4250.00 \$	UAE , Dubai

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 •

