



Consulting and Training | Reach New Heights

Course Name

Introduction to Human Resources: Essential Skills for Entry-Level Professionals

Sector Name

HR Strategy and Training

Document Type

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Introduction to Human Resources: Essential Skills for Entry-Level Professionals

Course Introduction

Human Resources is a critical function that shapes the employee experience and strengthens organizational culture. For new HR professionals, understanding the fundamentals of HR operations is essential to supporting both employees and management.

This foundational program introduces participants to the core skills, knowledge areas, and professional behaviors required to excel in an entry-level HR role, helping them develop confidence and competence from day one.

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Introduction to Human Resources: Essential Skills for Entry-Level Professionals

Target Audience

- ✓ New HR assistants and coordinators
- ✓ Recent graduates starting an HR career
- ✓ Administrative staff transitioning into HR roles
- ✓ Interns or trainees in HR departments

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Learning Objectives

- ✓ Understand the role of HR in supporting organizational performance and employee well-being.
- ✓ Apply essential HR administrative skills such as documentation, filing, coordination, and communication.
- ✓ Assist in recruitment, onboarding, and basic employee relations tasks.
- ✓ Navigate HR systems, policies, and compliance requirements.
- ✓ Demonstrate professional conduct, confidentiality, and ethical behavior in HR operations.

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Course Outline

✓ DAY 01

Understanding the HR Profession & Core Responsibilities

- ✓ What HR really does: the evolution of the HR function.
- ✓ Understanding the employee lifecycle from hiring to offboarding.
- ✓ The HR department structure and how each function supports business goals.
- ✓ Daily responsibilities of entry-level HR staff.
- ✓ HR communication standards and professional etiquette.
- ✓ Handling confidential information and maintaining data privacy.
- ✓ HR documentation types and filing essentials (digital & physical).
- ✓ Introduction to HR systems (HRIS) and why data accuracy matters.

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Course Outline

✓ Day 02

Recruitment Support, Onboarding & Employee Interaction

- ✓ Steps of the recruitment process from job posting to hiring decision.
- ✓ Screening CVs: what to look for at entry-level.
- ✓ Coordinating interviews: scheduling, communication, and follow-up.
- ✓ Preparing onboarding materials and new-joiner documentation.
- ✓ Supporting orientation and employee first-day procedures.
- ✓ Managing employee queries professionally.
- ✓ Basic conflict awareness and when to refer issues to senior HR.
- ✓ Creating positive first impressions for new hires.

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Jan. 4, 2027	Jan. 6, 2027	3 days	3250.00 \$	UAE , Abu Dhabi
April 20, 2026	April 22, 2026	3 days	3250.00 \$	UAE , Dubai
Sept. 14, 2026	Sept. 16, 2026	3 days	4950.00 \$	USA , Los Angeles
March 14, 2027	March 16, 2027	3 days	3250.00 \$	KSA , Jeddah
Aug. 3, 2026	Aug. 5, 2026	3 days	3950.00 \$	England , London

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