



HM170: HR Basic (HR Course for Beginners)

Training Description:

What are Human Resources? Human Resources are all the people in one capacity or another that work for or contribute to an organisation. A human resource is a person (human) or employee working for an organisation. Employees are resources that achieve the goals of an organisation by providing manpower. These people can be (full-time) employees, contractors, freelancers, or any kind of contingent worker. Human resource (HR) is described as the people who create the workforce of a company or organisation.

What are the functions of the Human Resource (HR) Department? The human resource department ensures the right hiring, timely training, development, and administration of policies, compensation; everything from onboarding to exit of employees. It is essential for any organisation big or small to have a Human Resource Department.

This intensive training course, will help participants explore how an HR department is responsible for maximizing employee productivity and providing resolutions to any issue that may arise. HR duties include compensation and benefits, recruitment, policies and procedures, compliance. The HR department must anticipate future requirements and accordingly make decisions for the fulfillment of organisations goals. Streamlining employees and management to elevate organisations growth.

Training Objectives:

By the end of the training, participants will be able to:

- ✓ Define HR, the role of HR in the success of an organisation
- ✓ Understand duties and responsibilities of an HR
- ✓ Understand what recruitment is and its importance
- ✓ Ascertain the tools and methods used for recruitment
- ✓ Effectively achieve organisational goals
- ✓ Utilize the available human resources efficiently
- ✓ Enable employee performance and success by learning and development initiatives
- ✓ Accelerate employee job satisfaction and self- actualization
- ✓ Develop and maintain ethical policies and behavior inside and outside the organisation
- ✓ Determine and maintain pleasant relations between employees and management
- ✓ Align individual goals with organisational goals
- ✓ Convert and enhance employee and human resource efficiency for the current business climate
- ✓ Understand leadership, management, conflict management, and capability as a management professional

Personal Benefits:

- ✓ Learn job recruitment, selection, and promotion
- ✓ Develop and supervise in designing employee benefits and wellness programs
- ✓ Develop, promote, and enforce HR policies
- ✓ Encourage career development and job training
- ✓ Support orientation programs for new hires
- ✓ Provide guidance involving disciplinary procedures
- ✓ Learn to effectively address employee concerns
- ✓ Acquire, groom, promote and retain employees
- ✓ Supervise the employee separation process; conduct exit interviews to learn the reasons

- ✓ Learn to motivate and improve employee morale
- ✓ Attract the top talent by creating, marketing, and offering an employee value proposition

Organisational Benefits:

- ✓ Define and align organizational purpose and objectives
- ✓ Effective usage and management of manpower
- ✓ Aligning performance appraisal and compensation to competencies
- ✓ Improving Individual and organizational performance and productivity by enhancing competencies
- ✓ Developing a mechanism for innovation, creativity, and flexibility
- ✓ Defining the advanced approach to the design process, succession planning, career development, and inter-organizational mobility
- ✓ Implementing and integrating improved staffing, training, and communication with employees
- ✓ Establish effective usage of technology to accelerate growth
- ✓ Identifying employee strength and competencies to put them into roles where they can play to their strengths as much as possible
- ✓ Building a sense of belonging and psychological safety

Training Designed for:

This course is intended for Professionals in corporates and financial institutions who require to make useful and robust financial models and desire to raise their financial valuation skills to a superior level. Participants must be able to practice and use the basic facilities of Microsoft Excel and have basic accounting knowledge.

Training Requirement:

“Hand’s on practical sessions, equipment and software will be applied during the course if required and as per the client’s request.” Each participant should bring their own laptop with MS Office installed.

This training course is available upon request in English or Arabic, virtual online live or face to face public/inhouse. Content, location and duration can be adapted to your specific wishes. It is therefore possible to focus on specific modules of the training course as per client’s learning needs and objectives. Further, it should be forwarded to us a month prior to the course dates.

Training Program:

FIVE DAYS:

- ❖ **Module 1: Basics of Human Resource**
 - What does HR mean?
 - Role and responsibilities of HR
 - Functions and Importance of HR
- ❖ **Module 2: Responsibilities of HR**
 - Recruitment/ talent acquisition
 - Benefits administration
 - Compensation management
 - Employee and labour relations
 - Performance appraisal
 - Compliance management
 - Training and development

- ❖ **Module 3: Five Main Areas of Work for HR**
 - Employment
 - Development and Enhancement
 - Compensation and Reimbursement
 - Health and safety
 - Labor relations
- ❖ **Module 4: Recruitment and Selection Process Management**
 - Recruitment and selection
 - Manpower and Planning
 - Job Analysis
 - Sourcing and Hiring
 - Pre-Selection and Selection Process
 - Recruitment Marking
- ❖ **Module 5: Training & Development Process**
 - What is T&D?
 - Importance of Training
 - Training Need Analysis
 - Techniques and practices of Training
 - Training Evaluation
 - Analysis and TNI
- ❖ **Module 6: Performance Management System**
 - Introduction to PMS
 - Processes of PMS
 - Objective and Importance of PMS
 - Measures in PMS
 - Performance Review
- ❖ **Module 7: Motivation and Employee Management**
 - Concepts of Motivation
 - Strategies and approach of Motivation
 - Administration Techniques and assessment
 - Employee Analysis and counseling
 - Conflict Management
- ❖ **Module 8: Payroll and Compensation Management**
 - Basics of Payroll
 - Types of Compensation
 - Compensation Structure
 - Conformity and Marginal Benefit in Payroll
 - Changeable Pay-out
 - Rewards and Recognitions
- ❖ **Module 9: Employee Relations Management**
 - Employee Relation and its Importance
 - Employee engagement and satisfaction
 - Employee Welfare
 - Promote group activities at the workplace

- Effective and open communication
- ❖ **Module 10: Human Resource Policy and Procedure Management**
 - Introduction to HR Policy
 - Formulating and Implementing the Policy
 - HR Procedure
 - Code of Conduct
 - Recruitment and Dissolution Policy
 - Performance assessment and promotion policy
 - Health and safety
 - Leave and attendance policy
- ❖ **Module 11: FAQ's, Roleplays, Case studies and Discussions**
 - Work on projects to build HR systems and policies from scratch
 - Gain exposure to concepts of HR and understand ever-evolving HR ecosystem
 - Meet HR experts and get your questions answered
 - We can support you with HR Internships and projects post this session
- ❖ Course Conclusion
- ❖ POST-ASSESSMENT and EVALUATION

Training Methodology:

This interactive training course includes the following training methodologies as a percentage of the total tuition hours:

- 30% Lectures, Concepts, Role Play
- 70% Workshops & Work Presentations, Techniques, Based on Case Studies & Practical Exercises, Gamification, Software & General Discussions
- Pre and Post Test

Training Certificate(s):

CMCT Internationally recognized certificate(s) will be issued to each participant who completed the course.

Training Fees:

USD\$ - This rate includes participant's manual, hand-outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Note: The 5% VAT (Value Added Tax), will be effective starting 01st of January 2018 as per the new regulation from the UAE Government. The VAT applies for all quotation both for local and abroad.

Training Timings:

Daily Timings:

07:45 - 08:00	Morning Coffee / Tea
08:00 - 10:00	First Session
10:00 - 10:20	Recess (Coffee/Tea/Snacks)
10:20 - 12:20	Second Session
12:20 - 13:00	Recess (Prayer Break & Lunch)
13:00 - 14:00	Last Session

For training registrations or in-house enquiries, please contact:

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