

Fundamentals of Human Resources Management

Course Overview

Human Resources is not a department in itself, but rather, an essential function for any Line Manager. This workshop is intended to embed the human capital asset as an essential in being a successful manager.

It encompasses all decisions related to human, namely, Workforce planning, Recruitment & Selection, Training & Development and Performance Management & Rewarding

Course Outline

- Introduction to HRM
 - The Human Resources process
 - Determining Human Resources Needs
- Recruitment & Selection
 - Workforce planning
 - Strategic Recruitment decisions
 - Different Recruitment techniques
 - Measuring recruitment effectiveness
 - Different selecting techniques
 - Competency based interviews
- Training & Development
 - Difference between training & development
 - Training cycle: ADDIE Approach
 - Designing training plan
 - Different training types
- Performance Management System
 - Linking performance Management system with Company Mission & vision
 - Benefits of Performance Management System
 - Types of Performance Appraisals
 - Management by Objectives
 - Competency Based Appraisal
 - The Appraisal session
 - Designing an employee Action Plan
- Compensation & Benefits
 - Total Reward System
 - Pay systems
 - Comparable worth
 - Laws affecting HRM
 - Challenges in HRM
 - Securing & retaining the best workers

Learning Objectives

After completing the training program, participants will be able to:

- Link the role of Human Resources with other corporate functions.
- Apply the Human Resources role in respect to business ethics.
- Differentiate between Human Resources functions & tools.
- Practice the usage of different Human Resources functions in respect to the Egyptian legislation.
- Experience different cases in different companies.

Who Should Attend

- Line Managers
- HR Specialist

Course Duration: Three days from 9:00AM to 3:00PM

Registration Deadline: One week before the course date

Course Fees

- 2850 EGP (Registration is confirmed only upon payment)
- Fees include materials and attendance certificate
- Complimentary coffee breaks, juices and light lunch

Course Venue: Top Business premises: 17, Abdel Wahab Selim Elbeshry St. Sheraton Heliopolis, Cairo, Egypt.

For Registration

- Logon to www.topbusiness-hr.com/Course_Register to fill a registration form. Alternatively you can request a registration form by mail from: training@topbusiness-hr.com.
- Payment should be made one week prior to course.
- Payment by cheque in Top Business's name or cash to our address.

For More Information

17, Abdel Wahab Selim Elbeshry St.,
Sheraton Heliopolis, Cairo - Egypt

T. +2 02 226 871 44 / +2 02 226 871 45

Ext. 440/1

F. +2 02 226 871 58

M. +2 010 229 20 433

training@topbusiness-hr.com

www.topbusiness-hr.com