

# Fundamentals of Human Resources

## 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 4:00PM

**Registration Deadline:** One week before the course date

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

## Registration & Payment:

- Logon to [www.topbusiness-hr.com/Course\\_Register](http://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](mailto:training@topbusiness-hr.com).
- Course fees include material, light lunch, coffee break and certificate.
- Payment by cheque in Top Business's name, cash to our address or by bank transfer.
- Payment is due within 3 working days from course confirmation. Your registration is confirmed only after course payment
- Payment is nonrefundable, however participant can be substituted or can attend next confirmed round of the same course or another course.

## For More Information

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