

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

- Newly appointed HR Professionals and HR Coordinators
- Line Managers and Supervisors involved in people management responsibilities
- Administrative Professionals transitioning into HR roles
- Team Leaders seeking foundational HR knowledge
- Professionals requiring a broad understanding of core HR functions and practices

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:

- Course fees include soft copy of the material, coffee break, light lunch and certificate.
- Payment by cheque in Top Business name, cash to Top Business address or by bank transfer.
- Payment is due within 3 working days from course confirmation. Registration is confirmed only after course payment.
- Payment is non-refundable; however, participant can be substituted or attend next confirmed round of the same course or another course during the same calendar year.
- Payment is non-refundable in the event of a participant no show on the 1st day of the course.

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

M. +2 010 229 20 433

training@topbusiness-hr.com

www.topbusiness-hr.com