

HUMAN RESOURCE (HR) MANAGEMENT FUNDAMENTALS

Overview

This course is designed for anyone considering or moving into a role in HR, including personnel with responsibility for providing advice on HR as part of their role or those who may be taking on more HR responsibilities.

Learning Objectives

During this -2day course, participants will find out what they need to know about the HR functions, its role within organizations, and the impact of relevant laws. The course enables delegates to prepare for a successful career in HR.

- . Understand HR current and future roles and responsibilities
- . Plan for staff development
- . Recruit and select the right people
- . Handle sensitive issues - ethical issues, termination, redundancy, and sickness among others
- . Use HR best practice in your role
- . Put equality into practice in the workplace
- . Participate in performance management and appraisals

Course Level: Beginner

Course Duration: 7-hour

Course Format: Instructor-led course

Target Audience: This course is open to office personnel and people interested in learning Microsoft Word Application

Pre-Requisite: Working knowledge using personal computer and Microsoft Windows

Course offering
Monthly

Date
Call for details

Location
Jal El-Dib, Hamra, Damour,
Aley and Semkanieh

Class participants
15-8

Student Materials
Included

Cost
350.00 USD per person

affiliated with:



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For additional information & registration:

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