



HR Strategy and Training

## HR Fundamentals

# Course Introduction

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## HR professionals

Understanding HR Fundamentals is essential for anyone involved in managing people and organizational processes. Human Resources (HR) plays a vital role in ensuring organizational effectiveness, employee engagement, and compliance with legal and ethical standards. Mastering HR basics is key to fostering a productive work environment, supporting organizational growth, and managing workforce dynamics. This foundational knowledge enables HR professionals to align HR practices with business objectives while enhancing employee satisfaction and organizational success.

## HR Fundamentals

This HR Fundamentals training program provides a comprehensive overview of essential HR functions and practices. Each day focuses on a core area, from understanding HR's strategic role to mastering recruitment, employee relations, and performance management. The course blends theoretical concepts with practical applications, ensuring participants develop a solid foundation in HR principles.

## Training Course Methodology

This course is designed to be interactive and participatory, and includes various learning tools to enable the participants to function effectively and efficiently. The course will use sessions, exercises, and case applications, and presentation about proven-by-practice methods, new insights and ideas about the topic and its effects in a corporate world.

# Target Audience

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- HR Assistants & Coordinators
- HR Generalists
- Fresh graduates interested in HR careers
- First-time People Managers
- Department Supervisors

- Small Business Owners managing HR functions

## Learning Objectives

At the end of the training course, participants will be able to

- Gain a comprehensive understanding of key HR functions and responsibilities.
- Learn effective recruitment and selection processes.
- Develop skills to manage employee relations and foster positive workplace culture.
- Understand the principles of performance management and talent development.
- Enhance knowledge of HR compliance and ethical practices.

## Course Outline

### Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
July 13, 2025	July 17, 2025	5 days	4250.00 \$	UAE - Dubai
April 27, 2025	May 1, 2025	5 days	4250.00 \$	KSA - Riyadh
Sept. 8, 2025	Sept. 12, 2025	5 days	4250.00 \$	UAE - Abu Dhabi
Dec. 8, 2025	Dec. 12, 2025	5 days	4950.00 \$	Netherlands - Amsterdam

