



AL-MANAR
HR & Business Solutions

HR Management Essentials

Training Program Outline



This Program, ID No. 541440 , has been approved for 14.00 HR (General) recertification credit hours toward aPHR™, aPHRi™, PHR®, PHRca®, SPHR®, GPHR®, PHRi™ and SPHRi™ recertification through HR Certification Institute® (HRCI®)

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**Human
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Training Program Description

This essential HR training course provides a comprehensive and solid foundation in human resource management. It covers the different functional areas that comprise the field of Human Resource Management, including human resource planning, recruitment & selection, compensation & benefits, performance appraisal and training & development.

Through the trainer's expertise and practical knowledge, you will be able to define the key concepts associated with human resources management and you will be able to:

- Understand the importance of Human Resource Management to the organization
- Appreciate the key functions associated with Human Resource Management
- Implement a Human Resource Planning Process
- Understand the importance of Recruitment and Selection
- Detail the main types of Compensation and Benefits Systems
- Implement an effective Performance Appraisal Process
- Understand the function of Training and Development and its importance to the organization

This program is designed for:

This basic HR training course is designed for those who already have some HR responsibility or who may be taking on such responsibility.

It is intended in particular for:

- HR staff who are new to the profession
- Team Leaders and Project leaders and Administrators
- Senior and Middle level managers in Finance, Production, Operations and Marketing functions
- Managers who play multiple roles including HR but did not have formal HR orientation
- Experienced Managers who are new to HR or pursuing a career change

Learning Model

The trainer uses up-to-date training techniques and a variety of training methods to give all participants the best opportunities for learning, including:

- Class Session
- Discussions
- Simulations exercises
- Case studies and Problem Solving Exercises
- Templates and tools

Training Program Duration

14 Hours

Training Program Outline

Human Resource Management and The Organization

- Basic Definition
- Key Assumptions

Key Human Resource Functions

- Human Resource Planning
- Recruitment and Selection
- Compensation and Benefits
- Performance Appraisal
- Training and Development

Human Resource Planning

- What is Human Resource Planning
- The HR Planning Process

Training Program Outline Continued

Recruitment and Selection

- Job Analysis and Job Descriptions
- Sourcing Candidates
- The Recruitment Interview
- Reference Checks and Making an Offer

Compensation and Benefits

- Flat Rate Only
- Flat Rate Plus Payment By Results
- Merit Pay
- Profit and Gain Sharing
- Piecework

Performance Appraisals

- Why Have Performance Appraisals
- The Appraisal Process
- Eight Appraisal Techniques

Training and Development

- What is Training
- Knowledge, Skills and Abilities
- Training and Development Perspectives
- The Training Cycle
- Training Needs Analysis
- New Core Competencies