XCELERATE TRAINING INSTITUTE

your learning & development partner

HUMAN RESOURCES MANAGEMENT (HRM)

HR for Beginners Training Course

DURATION	LANGUAGE	FORMAT
5 days	English	Classroom / Online

Upcoming dates

Dates	Venue	Format	Fee
14 – 18 ????? 2027	Live online	Online (live)	€1?200
19 – 23 ????? 2027	Cairo	Classroom	€4?800
20 – 24 ?????? 2027	Live online	Online (live)	€1?200

Register or ask a question

Online: x8ti.com/course/hr-for-beginners-training-course/

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HR for Beginners Training Course

Introduction

Introduction

Human Resources are all the people in one capacity or another that work for or contribute to an organization. A human resource is a person (human) or employee working for an organization. Employees are resources that achieve the goals of an organization by providing manpower. These people can be (full-time) employees, contractors, freelancers, or any kind of contingent worker. Human resource (HR) is described as the people who create the workforce of a company or organization.

The human resource department ensures the right hiring, timely training, development, and administration of policies, compensation; everything from on boarding to exit of employees. It is essential for any organization big or small to have a Human Resource Department.

This course from Xcelerate Training Institute will help participants explore how an HR department is responsible for maximizing employee productivity and providing resolutions to any issue that may arise. HR duties include compensation and benefits, recruitment, policies and procedures, compliance.

Learning Objectives

- Define HR, the role of HR in the success of an organization
- Understand duties and responsibilities of an HR
- Understand what recruitment is and its importance
- Ascertain the tools and methods used for recruitment
- Effectively achieve organizational goals
- Utilize the available human resources efficiently
- Enable employee performance and success by learning and development initiatives
- Accelerate employee job satisfaction and self- actualization
- Develop and maintain ethical policies and behavior inside and outside the organization
- Determine and maintain pleasant relations between employees and management
- Align individual goals with organizational goals
- Convert and enhance employee and human resource efficiency for the current business climate
- Understand leadership, management, conflict management and capability as a management professional

Training Methodology

Xcelerate Training Institute has designed this training program on the HR Course for Beginners for new and experienced professionals who aspire to join the HR forces.
This session brings in exposure to elements of HR-related duties and responsibilities to equip the participants with thorough knowledge.

Participants from different industries join the session adding to the learning of others.

Expert HR leaders facilitate the session using experiential learning methodology. Each concept is followed by practice; role-plays, case studies, group discussions, assignments and simulations are used to ensure assimilation of concepts.

Benefits for Your Organization

- Define and align organizational purpose and objectives
- Effective usage and management of manpower
- Aligning performance appraisal and compensation to competencies
- Improving Individual and organizational performance and productivity by enhancing competencies
- Developing a mechanism for innovation, creativity, and flexibility
- Defining the advanced approach to the design process, succession planning, career development, and inter-organizational mobility
- Implementing and integrating improved staffing, training, and communication with employees
- Establish effective usage of technology to accelerate growth
- Identifying employee strength and competencies to put them into roles where they can play to their strengths as much as possible
- Building a sense of belonging and psychological safety

Benefits for You

- Learn job recruitment, selection, and promotion
- Develop and supervise in designing employee benefits and wellness programs
- Develop, promote, and enforce HR policies
- Encourage career development and job training
- Support orientation programs for new hires
- Provide guidance involving disciplinary procedures
- Learn to effectively address employee concerns
- Acquire, groom, promote and retain employees
- Supervise the employee separation process; conduct exit interviews to learn the reasons
- Learn to motivate and improve employee morale
- Attract the top talent by creating, marketing, and offering an employee value proposition

Target Audience

New and experienced HR professionals, Independent consultants, Functional Managers

Course Outline

Basics of Human Resource

- What does HR mean?
- Role and responsibilities of HR
- Functions and Importance of HR

Responsibilities of HR

- Recruitment/ talent acquisition
- Benefits administration
- Compensation management
- Employee and labor relations
- Performance appraisal
- Compliance management
- Training and development

Five Main Areas of Work for HR

- Employment
- Development and Enhancement
- Compensation and Reimbursement
- Health and safety
- Labor relations

Recruitment and Selection Process Management

- Recruitment and selection
- Manpower and Planning
- Job Analysis
- Sourcing and Hiring
- Re-Selection and Selection Process
- Recruitment Marking

Training & Development Process

- What is T&D?
- Importance of Training
- Training Need Analysis
- Techniques and practices of Training
- Training Evaluation
- Analysis and TNI

Performance Management System

- Introduction to PMS
- Processes of PMS
- Objective and Importance of PMS
- Measures in PMS
- Performance Review

Motivation and Employee Management

- Concepts of Motivation
- Strategies and approach of Motivation
- Administration Techniques and assessment
- Employee Analysis and counseling

- Conflict Management

Payroll and Compensation Management

- Basics of Payroll
- Types of Compensation
- Compensation Structure
- Conformity and Marginal Benefit in Payroll
- Changeable Pay-out
- Rewards and Recognition's

Employee Relations Management

- Employee Relation and its Importance
- Employee engagement and satisfaction
- Employee Welfare
- Promote group activities at the workplace
- Effective and open communication

Human Resource Policy and Procedure Management

- Introduction to HR Policy
- Formulating and Implementing the Policy
- HR Procedure
- Code of Conduct
- Recruitment and Dissolution Policy
- Performance assessment and promotion policy
- Health and safety
- Leave and attendance policy

FAQ’s, Role-plays, Case studies and Discussions

- Work on projects to build HR systems and policies from scratch
- Gain exposure to concepts of HR and understand ever-evolving HR ecosystem
- Meet HR experts and get your questions answered
- We can support you with HR Internships and projects post this session

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Registration Form

HR for Beginners Training Course

Preferred dates: ..... Venue or online: .....

Duration: 5 days Language: .....

Please complete and email this form to us, or register online. We confirm your place and send the invoice within one working day.

Delegate information

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Official email: ..... Personal email: .....

Company information

Company name: .....

Address: .....

City / country: ..... VAT / tax number: .....

Person responsible for training & development

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Email: .....

Payment

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Signature: ..... Date: .....

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Email this form
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Register online
Open the course page