



Certificate Course in Human Resources Management

With

Elegant Professional and Management Development Training

Location: Office No. 620, Al Attar Business Center, Al Barsha 1, Near ibis Hotel,
Close to Insurance Market Metro Station, Sheikh Zayed Road, Dubai, UAE

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❖ Course Overview

Human Resources Management (HRM) is a strategic and comprehensive approach to managing people and the workplace culture and environment. This course helps professionals gain a practical and theoretical understanding of how HRM contributes to organizational success by effectively managing employee performance and aligning it with organizational goals.

⌚ Purpose of HRM

HRM focuses on hiring, managing, training, compensating, and retaining employees. It functions as the bridge between employee performance and organizational success through strategic workforce planning and employee engagement.

🏠 Course Objectives

Upon completion, participants will be able to:

- Understand the benefits of HRM in organizational success
- Learn HR strategies and approaches
- Identify key HR functions and responsibilities
- Support employees through HR services and solutions
- Conduct effective hiring, onboarding, and training processes
- Analyze performance management in multicultural settings
- Align manpower utilization with organizational objectives

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□ Training Methodology

- **Interactive Learning:** Group discussions, role-plays, and real-life case studies
- **Cross-Cultural Exchange:** Participants from diverse industries and cultures
- **Customized Modules:** Tailored content for organizational learning needs
- **Certification:** Two professional certificates upon course completion

■ Organizational Benefits

- Enhanced employee management and internal training
- Aligning organizational values with HR functions
- Development of HR policies and guidelines
- Improved time management and employee flexibility
- Organizational resilience during business changes

■ Personal Benefits

- Strengthened interpersonal and social interaction skills
- Knowledge of UAE labor laws and global HR trends
- Capability to create career development programs
- Improved communication between management and staff
- Ability to develop employee engagement and welfare initiatives

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Who Should Attend?

- Non-HR Managers and Leaders
- HR Executives and Coordinators
- OD & HR Consultants
- Business Owners and Entrepreneurs
- Professionals aspiring to enter HR roles

Course Outline & Modules

Unit I: Introduction to Human Resource Management

- Meaning and Definition of HRM
- Scope and Importance of HRM
- Objectives of HRM
- Personnel Management vs HRM
- Core Functions of HRM
- Role of the HR Manager
- HRM Policy and Strategy

Unit II: Human Resources Planning

- HR Planning Process
- Recruitment & Selection
- Interview Techniques
- Employee Induction & Placement

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Unit III: Development & Career Planning

- Employee Training and Development
- Career Development Planning
- Succession Planning

Unit IV: Evaluating & Rewarding Employees

- Performance Appraisal Techniques
- Compensation and Benefits Management

Unit V: UAE Labor Law

- Employment Regulations for Workers, Youth & Women
- Contracts, Records & Wage Policies
- Working Hours, Leaves & Holidays
- Employee Safety, Health & Welfare
- Disciplinary Procedures
- Termination Rules & End of Service Benefits

✓ Why Choose Elegant Training?

- Experienced Industry Trainers
- PowerPoint Slides & Printed Notes
- Recorded Classes for Review
- Interactive WhatsApp Group
- Flexible Make-Up Classes
- Small Batches for Personal Attention

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