HR Essentials Course

Course Overview

In today's workplace, Human Resources is no longer just about paperwork, it is about people. From hiring the right talent to supporting employee growth, HR is the foundation that helps organizations succeed. Whether you're just starting your career in HR, managing a team for the first time, or running a small business, understanding HR basics will give you the skills and confidence to create a positive, productive workplace.

This interactive, practical course introduces you to the essentials of HR in a simple and easy-to-understand way. Through real examples, role-plays, and hands-on activities, you'll learn how to recruit, train, manage, and retain people effectively while keeping them motivated and engaged.

Course Outline

1. Introduction to HR

- What is Human Resources Management?
- How HR supports people and organizations
- Key roles and responsibilities in HR
- The human side of business success

2. Workforce Planning
- Understanding workforce needs
- Basics of workforce planning and job analysis
- Writing clear and effective job descriptions
- Matching people with the right roles

3. Recruitment & Selection

- Where and how to find candidates
- Mastering the Interview Basics
- Various selection methods
- New Hire Onboarding and Integration

4. Training & Development

- Training vs. Development: Present Skills vs. Future Growth
- Why training matters for employees and managers
- Different training Methods.
- Creating an Effective Training plan

5. Performance Management

- What is performance management
- The positive impact of performance management on a business
- Types of Performance Appraisals
- Basics of measuring performance
- Conducting fair and useful performance reviews

6. Compensation & Benefits

- Total Reward System
- Employee payment plans
- Common types of employee benefits
- Basics of designing a fair pay structure
- Introduction to HR compliance and labor law basics

7. Real-World Practice

- Case studies and role-playing exercises
- Overview of Egypt's labor law essentials
- Practical tips for keeping employees motivated and engaged

What You'll Walk Away With

- A complete understanding of HR fundamentals from a manager's perspective.
- Strong ability to select the right candidate.
- Tools for developing and supporting people effectively.
- Confidence to handle basic HR responsibilities
- Ability to apply various HR functions in compliance with Egyptian labor laws.
- Action plans you can apply immediately in your role

Who Should Attend?

- First-time or aspiring managers
- HR beginners looking for a practical introduction
- Small business owners and entrepreneurs
- Professionals with HR-related responsibilities

Language:

- English material/Arabic delivery
- Labor Law will be in Arabic material & lecture

Duration: 30 Hours

Diploma Type: In class – Online.

Registration: Online registration