

HR Essentials Diploma

HR Essentials: Practical Human Resources for Modern Workplace

Diploma Overview:

Modern Human Resources (HR) focuses on people, not just paperwork, and is essential for organizational success. This practical, interactive Diploma provides an easy-to-understand introduction to HR essentials, equipping beginners, new managers, and small business owners with the skills and confidence needed to create a positive, productive workplace. Through real examples and hands-on activities, participants will learn how to effectively recruit, develop, engage, and retain employees.

Diploma Objectives:

By the end of this Diploma, participants will be able to:

- ◆ Understand how HR contributes to organizational success and employee performance.
- ◆ Identify workforce needs and develop effective job descriptions.
- ◆ Recruit, select, and onboard employees using practical HR techniques.
- ◆ Support employee development through effective training and learning initiatives.
- ◆ Apply performance management principles to improve employee performance.
- ◆ Understand compensation, benefits, and employee reward practices.

- ◆ Recognize essential labor law requirements and workplace compliance obligations.
- ◆ Handle common HR responsibilities with greater confidence and professionalism.

Diploma Contents:

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. HR in Practice: Employee Engagement, Retention & Labor Law

- ❖ Employee engagement fundamentals
- ❖ Common causes of employee turnover
- ❖ Practical retention strategies
- ❖ Keeping employees motivated and committed
- ❖ Case studies and role-playing exercises
- ❖ Overview of Egypt's labor law essentials
- ❖ Practical HR scenarios and workplace challenges

What You'll Walk Away With

- ❖ A practical understanding of core HR functions and responsibilities.
- ❖ Greater confidence in recruitment, selection, and onboarding activities.
- ❖ Practical tools to support employee development and performance.
- ❖ Improved ability to handle common HR responsibilities effectively.

- ❖ Awareness of key Egyptian labor law requirements and compliance considerations.
- ❖ Actionable techniques that can be applied immediately in the workplace

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 delivered over 5 days

Diploma Type: In class – Online.

Registration: Online registration