

# HR For Non-HR Executives

## Quick Course Info:

Time: 9:00 am – 5:00 pm

Fee: AED 1,875 per participant

To register or for more information please contact the following:

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## **Course Objective**

This one-day training program is designed for those who would like to step into the HR roles. Course provide conceptual based understanding on HR core areas their by enabling the delegate with HR jargons, functionalities and day to day challenges or scenarios.

## **Course Content**

- Understanding HR function and its importance in an organization
- Manpower planning and Recruitment
- UAE Labour Law
- Employee Life Cycle
- Key Benefits in UAE work environment
- Role of HR payroll development
- HR Rainy day
- HR Management system

## **Course Outcome**

Successful attendees will be given completion certificate along with detailed course binder which will include samples of HR forms and formats.

## **Course Format**

This one day training comprises of conceptual -based concepts coupled with highly interactive workshop exercises. This includes mock HR situations as well as sharing of practical HR experience from a UAE perspective.

**This course  
is offered  
by:**



**ACTVET Licensed  
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