COURSE BROCHURE

HR Management Essentials

A foundation course that introduces the core functions of human resources and gives participants their first practical tools for doing the work well.

Code	HT-HR-101
Category	Human Resources & Talent
Duration	1 week
Level	Beginner

Introduction

Human resources is no longer a back office that keeps files. It helps build the organization's capability, and anyone new to the field needs a clear view of the whole employee lifecycle from the start.

Objectives

- Explain the role of HR and its place in the organizational structure
- Describe the stages of the employee lifecycle from hiring to separation
- Use core HR policies and forms in day-to-day personnel work
- Recognize the basic principles of performance, training and pay
- Keep employee files and records accurate and confidential

Who should attend

- Newly appointed HR officers
- Personnel coordinators and administrators
- Supervisors who handle HR tasks for their units
- Small business owners and office managers

Skills you will develop

- Understanding HR functions
- Writing job descriptions
- Organizing employee records
- Applying policies and procedures

Learning Outcomes

- Write a complete job description for an existing role
- Map the employee lifecycle and the responsibilities at each stage
- Prepare a checklist for welcoming and settling in a new hire
- Audit an employee file for missing documents

Course Outline

Day 1: HR in the Organization

- How the HR function evolved from administration to partnership
- The main HR functions and how they connect

- The line manager's part in managing people

Day 2: Workforce Planning and Recruitment

- An introduction to workforce planning and identifying needs
- Job analysis and writing job descriptions
- Recruitment stages from advertisement to job offer

Day 3: Onboarding, Performance and Development

- Welcoming new hires and the probation period
- Principles of performance management and goal setting
- An introduction to training and career development

Day 4: Pay and Employee Relations

- Salary components and basic benefits
- Principles of employee relations and workplace ethics
- The general framework of the labor law applicable in the participant's country

Day 5: Records, Policies and Application

- Employee files and personal data confidentiality
- Policies, procedures and the employee handbook
- Applied project: an employee lifecycle map with its core forms for the participant's organization

Training methodology

Brief presentations linking each HR function to the employee lifecycle
Review of sample job descriptions and employee handbooks
Exercises on building onboarding checklists and employee files
Group discussion of everyday personnel situations

Certification

Participants receive a Harbor Training Center certificate of attendance on completing the course.

Upcoming dates

City	Dates	Language	Fee
Istanbul	18 – 22 January 2027	AR	EUR 4,800
Dubai	25 – 29 January 2027	EN	EUR 4,500
London	1 – 5 February 2027	AR	EUR 5,700
Amsterdam	8 – 12 February 2027	EN	EUR 5,500
Online	15 – 19 February 2027	AR	EUR 1,800
Istanbul	19 – 23 July 2027	EN	EUR 4,800
Dubai	26 – 30 July 2027	AR	EUR 4,500
London	2 – 6 August 2027	EN	EUR 5,700
Amsterdam	9 – 13 August 2027	AR	EUR 5,500
Online	16 – 20 August 2027	EN	EUR 1,800

Fees are per participant.

Contact us

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To register and for details, scan the code or visit:

https://harbor4training.com/en/courses/hr-management-essentials