

HR for the Non-HR Manager

(5 day course)



SHMAILAN

COURSE OBJECTIVE

This course will help you to understand the roles and responsibilities of Human Resources and how they impact your organisation. You will also understand your role in working with human resources.

AUDIENCE

Who does this training benefit :

Individuals with some experience who wish to understand more about Human Resources.

- Executives
- Managers
- Coordinators
- Supervisors

Course Prerequisites :

None

Workshop Structure :

- Theory supported by examples
- Case study
- Practical group exercises
- Supporting training material is provided to each participant

Timing :

9.00am to 1.00pm*

Refreshments and a one hour lunch break is provided

* Hours can be flexible based on client needs

Location :

Four or Five Store Hotel in Dubai*
Details provided upon registration

Course Benefits

- Understand the role of HR in an organization better
- Learn how HR affects your team
- Understand your own role in HR
- Work closer with HR and Employees

HR for the Non-HR Manager - Course Review

What You Will Learn

By the end of the programme, you will be able to:

- Understand the key personal and HR concepts
- Identify clearly the manager's HR role and responsibilities
- Learn to better work on your relationships with others
- Learn practical tools to dynamic team development
- Deal with essential HR issues: from interviewing to terminating contracts

Course Content

Introduction to HR

- > Identifying the HR responsibilities
- > Realising the implications of employment law in your organisation
- > Identifying the human problems involved
- > Understanding the benefits of an effective HR policy
Increase your Knowledge of Employment Law
- > Learning about the typical types of contract
- > Identifying the legal responsibilities of the employer: discrimination, equal treatment
- > Respecting health and safety regulations

Conduct Effective Interviews and Appraisals

- > Defining the job and recruitment criteria
- > Conducting effective interviews
- > Making your decision
- > Using fair and effective appraisal methods
- > Practising coaching and mentoring

Handle Difficult Situations

- > Handling grievances at work
- > Being authoritative when necessary
- > Dealing with poor performance
- > Dealing with remote staff
- > Managing absence effectively
- > Using effective disciplinary procedures

Training and Development

- > Assessing training needs
- > Developing a training plan
- > Course development and delivery
- > Evaluating course effectiveness

Terminate Employment

- > Identifying the appropriate reasons for terminating employment
- > Dealing with redundancies and redundancy pay
- > Finding the best way to end a contract

CANCELLATION POLICY

Delegates can cancel in writing at any time with the following fee applicable
13 – 5 days 20% of training cost
5 – 3 days 40% of training cost
2 – training date 80% of training cost

NOTIFICATION

Joining instructions will be emailed to the training coordinator 5 days in

advance of the workshop date

SCHEDULE

HR for the Non-HR Manager	January	February	March	April	May	June
	July	August	September	October	November	December
			X		X	

PRICE

		US \$
	Per delegate	\$2995.00

BOOKING

1. **RESERVE** your place by emailing us at info@sigtraining.com
2. **CONFIRM** your attendance using the attached booking form



Booking Form Fax Back To FAO INFO

Fax Number: 97143415352

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Phone: 971502977030
Email : info@sigtraining.com

Company :
Address :
.....
.....Postcode :
Telephone : Fax :

Delegate Details

Mr/Mrs/Miss/Ms. (please circle)

First Name : Surname :
Position : Department :
Email : Telephone :

Delegate Details

Mr/Mrs/Miss/Ms. (please circle)

First Name : Surname :
Position : Department :
Email : Telephone :

Course : HR for the Non-HR Manager

Date of Workshop :

Invoice Details

Company : Mr/Mrs/Miss/Ms. (please circle)
First Name : Surname :
Department : Email :
Address :
PO Number..... Postcode :
Telephone : Fax :

Cost of Course per delegate :
Number of delegates attending :
Total Cost :
Name (please print) :

SIGNATURE



