![Global Horizon Training Center logo]

Training Course:
Human Resource Management

21 - 25 July 2025
Cape Town (South Africa)
DoubleTree by Hilton Cape Town - Upper Eastside

Training Course:
Human Resource Management

Training Course code: HR234804 From: 21 - 25 July 2025 Venue: Cape Town (South Africa) - DoubleTree by Hilton Cape Town - Upper Eastside Training Course Fees: 5950 ⏣ Euro

Introduction

This course is designed to provide an understanding of the HRM concept and deliver the basis for the key HRM practices and procedures, to raise individual performance levels and achieve your corporate objectives.

Gain the ability to increase the performance, skills, attributes, and professionalism of your company's employees to enhance and sustain a competitive advantage with our Human Resource Management course.

With the skills developed through this course, participants will understand how to manage human resource responsibilities, and find employees who will positively impact their company's competitive position with confidence and professional acumen. This seminar is for professionals who want to go a step further and increase their responsibilities, reliability, salary, and status.

This training course will highlight:

- Equip participants with skills and knowledge on how to carry out their main responsibilities as Human Resource Managers/ assistants

- Suggest and analyze all features and skills required to be an ideal Human Resource Manager

- Improve participants' skills in recruitment, selection, integration, and retention of new employees

- Train managers on how to deliver effective performance feedback, rate employees, accurately, and mitigate legal risk.

Objectives

The training course will enhance your ability to identify and determine the statutory, legal, and compliance requirements within your organization. It will boost your skills in ensuring that work activities adhere to and are compliant with legal frameworks while seeking to provide an environment that minimizes the risk to all who operate within it.

At the end of this training course, you will learn to:

- Describe the role of a human resources manager

- Familiarize yourself with the employee development landscape at your organization

- Identify the factors that influence the workforce

- To make decisions based on evidence rather than opinion

- To understand the principles of Organization change

- Identify effective planning, recruitment, and selection practices to align selection and staffing strategies with business strategies

- Describe the key features of the employment process

- Create a workplace atmosphere that reduces the occurrence of behavior issues through effective communication with new and existing employees

- Analyze labor relations environments, understanding regulatory and organizational elements and how they affect relationships between management, unions, and employees

- Select appropriate training methods, technologies, and content for employee development

- List the forms that conflict may take in the workplace & suggest ways to alleviate conflict

- Comprehend HR Scorecards

Target Audience

- Line-level HR professionals

- Recruiters

- Compensation analysts

- HR Managers & Assistants

- Employee Relations Manager

- Training & Development Manager

- People who are seeking to enter the HR field

- Global professionals from a diverse range of organizations, including for-profits large and small, NGOs, and governmental agencies

- Anyone serving in a role such as an office manager who performs HR functions or has a reach into HR

Outlines

DAY 1

Introduction

- About HR Management

- HR Management Cycle

- Strategy & Business Result

- The context for HR

- Strategic Business Planning

- Corporate Social Responsibility

- Human Capital Management

Manpower Planning

- Manpower Planning

- Technique to determine the number of recruits

- Recruitment

- Recruitment from External Resources

DAY 2

Employee Selection

- Employee Selection

- Pre-employment assessment

- Remuneration & agreements

Connecting HR Metrics and Analytics with Action 1

- Change Management

- Employee Relations

- The relationship between HR and the Line

- The Use of Competencies

- Employee Development

- Succession Planning

Planning, design, and development

- General

- Objectives

- Activities

DAY 3

Training and Development

- Developing Employees

- Training process

- Assessing training requirements

- Competency analysis

- Enhance training effectiveness

- Type of training program

- Evaluation of training effectiveness

Employee Performance Management

- Career Planning and Development

- Career Stage

- Career Anchors

- Career Management and the First Assignment

- Retaining employees

DAY 4

Relations in workplace

- About relations in the workplace

- Conflicts

- Key performance indicators

- Improvement of relations

HR Scorecard

- HR Strategy Map

- HR Scorecard

- Template for HR Manager

DAY 5

Understanding and being able to Act on High-Level HR Trends

- Human Resource Management

- World business trends - leadership, team working, employment/ supervision ratios

- Changing Trends relating to HR

Registration form on the Training Course: Human Resource Management

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

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Full Name (Mr / Ms / Dr / Eng): ....
Position: ....
Telephone / Mobile: ....
Personal E-Mail: ....
Official E-Mail: ....

Company Information

Company Name: ....
Address: ....
City / Country: ....

Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): ....
Position: ....
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Payment Method

☐ Please find enclosed a cheque made payable to Global Horizon

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Easy Ways To Register

| Telephone: +201095004484 to provisionally reserve your place. | Fax your completed registration form to: +20233379764 | E-mail to us : info@gh4t.com or training@gh4t.com | Complete & return the booking form with cheque to:Global Horizon 3 Oudai street, Aldouki, Giza, Giza Governorate, Egypt. |