



*Training Course:  
Mini MBA in HR Functions: Mastering Key HR  
Practices*

*16 - 20 June 2025  
Vienna (Austria)*

## Training Course: Mini MBA in HR Functions: Mastering Key HR Practices

Training Course code: HR235852 From: 16 - 20 June 2025 Venue: Vienna (Austria) - Training Course Fees: 5750 € Euro

### Introduction

The [5-Day HR Functions Program](#) at Global Horizon Training Center is designed to provide an in-depth exploration of the essential Human Resource functions. This practical, hands-on training will cover key areas of HR such as recruitment, employee relations, performance management, compensation, and benefits, among others. With a focus on practical knowledge and real-world applications, participants will leave with the tools and strategies needed to enhance HR processes within their organizations.

Human Resources plays a crucial role in organizational success, and this program ensures that participants are equipped to handle the most important HR functions, whether they are managing HR operations or looking to enhance their skills in these areas.

### Objectives

By the end of the [5-Day HR Functions Program](#), participants will:

- Understand and apply the core HR functions across various organizational contexts.
- Master the processes of recruitment, onboarding, and talent management.
- Learn how to develop and implement effective performance management systems.
- Gain insights into compensation strategies, benefits, and employee retention programs.
- Understand how to handle employee relations, resolve conflicts, and ensure compliance with labor laws.
- Develop key HR metrics and use data to drive HR decisions.

### Target Audience

This program is ideal for:

- [HR Professionals](#) who want to deepen their knowledge of core HR functions and improve their HR operations.
- [Managers and Team Leaders](#) seeking to enhance their understanding of HR practices to better manage teams.
- [Business Owners and Entrepreneurs](#) who need practical HR knowledge to manage and grow their teams.
- [HR Aspiring Professionals](#) looking to understand key HR functions and pursue a career in HR.

## Outlines:

### Day 1:

#### Introduction to Core HR Functions & Recruitment

- Overview of Key HR Functions
  - Introduction to HR functions: Talent acquisition, performance management, compensation, employee relations, and development.
  - How HR functions align with business goals and strategy.
  - Overview of HR's evolving role in business and its strategic importance.
- Recruitment & Talent Acquisition
  - Developing an effective recruitment strategy.
  - Sourcing candidates: Job boards, social media, and recruitment agencies.
  - Screening, interviewing, and selecting the best candidates.
  - Hands-on Exercise: Developing a recruitment plan for a role in your organization.

### Day 2:

#### Onboarding, Employee Development & Training

- Onboarding Best Practices
  - The importance of effective onboarding in employee retention.
  - Designing a structured onboarding program.
  - Digital tools and resources for onboarding new hires.
- Employee Development & Training
  - Assessing training needs and creating a learning and development plan.
  - Developing and delivering employee training programs.
  - How to foster a culture of continuous learning and growth.
  - Practical Exercise: Designing a development program for an employee.

### Day 3:

## Performance Management & Employee Engagement

- Performance Management Systems
  - Developing performance appraisal systems and key performance indicators KPIs.
  - Setting clear, measurable goals and aligning them with business objectives.
  - Conducting performance reviews and giving constructive feedback.
  - Case Study: A high-performing organization's approach to performance management.
- Employee Engagement
  - Strategies to engage and retain top talent.
  - Measuring employee satisfaction and organizational culture.
  - Developing programs to increase employee motivation and loyalty.
  - Group Activity: Creating an employee engagement plan.

## Day 4:

### Compensation, Benefits & Employee Relations

- Compensation and Benefits Strategy
  - Designing competitive compensation packages that attract and retain talent.
  - Understanding base salary, bonuses, benefits, and equity-based compensation.
  - Employee benefits programs: Health insurance, retirement, and other perks.
  - Hands-on Activity: Create a compensation and benefits package for your organization.
- Employee Relations and Conflict Resolution
  - Building positive employee relations to foster a collaborative work environment.
  - Conflict management and resolving workplace disputes effectively.
  - Understanding employee rights and handling grievances.
  - Case Study: Dealing with a complex employee relations issue.

## Day 5:

### HR Compliance, Legal Aspects & HR Metrics

- **HR Compliance and Legal Framework**
  - Understanding labor laws, employee rights, and HR compliance requirements.
  - Key areas of HR compliance: Equal opportunity, discrimination laws, and health and safety.
  - How to ensure that HR policies and procedures comply with local and international laws.
- **HR Metrics & Data-Driven Decision Making**
  - Introduction to HR metrics: What to measure and why it matters.
  - Analyzing HR data for better decision-making in recruitment, retention, and performance.
  - Using data to track HR outcomes and align with organizational objectives.
  - Group Discussion: Applying HR metrics to solve common HR challenges.
- **Wrap-Up and Certification**
  - Review of key learning points.
  - Q&A session and open discussion.
  - Certification of Completion awarded to participants.

## Registration form on the Training Course: Mini MBA in HR Functions: Mastering Key HR Practices

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

### Delegate Information

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: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Payment Method

- ☐ Please find enclosed a cheque made payable to Global Horizon
- ☐ Please invoice me
- ☐ Please invoice my company

### Easy Ways To Register

Telephone:  
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place.

Fax your completed  
registration  
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E-mail to us :  
info@gh4t.com  
or training@gh4t.com

Complete & return the  
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to: Global Horizon  
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