



*Training Course:  
Professional Course in Human Resources  
Management Based on the Curriculum*

*5 - 16 October 2025*

*Cairo (Egypt)*

*Holiday Inn & Suites Cairo Maadi, an IHG Hotel*

## Training Course: Professional Course in Human Resources Management Based on the Curriculum

Training Course code: HR236173 From: 5 - 16 October 2025 Venue: Cairo (Egypt) - Holiday Inn & Suites Cairo Maadi, an IHG Hotel Training Course Fees: 5500 € Euro

### Introduction

In today's dynamic and competitive business environment, effective human resource management is essential for organizational success. The Professional Course in Human Resources Management Based on the Curriculum, designed by Global Horizon Training Center, aims to equip HR professionals and aspiring practitioners with the knowledge, skills, and tools needed to align HR strategies with business objectives. This intensive 12-day program covers essential HR functions, best practices, legal frameworks, and the latest trends to ensure participants can contribute meaningfully to talent development, organizational growth, and workforce engagement.

### Objectives

By the end of this course, participants will be able to:

- Understand core concepts and principles of Human Resources Management HRM.
- Develop and implement effective HR policies aligned with business strategy.
- Apply key HR functions including recruitment, compensation, performance management, and training.
- Understand labor laws and compliance requirements.
- Manage employee relations and resolve workplace conflicts.
- Utilize HR metrics and analytics to support decision-making.
- Apply global trends and technologies in HR practices.

### Course Methodology

- Interactive lectures and presentations
- Group discussions and case studies
- Role-playing and simulations
- Real-life HR scenarios and problem-solving
- Pre- and post-training assessments

- Reference to international HRM curriculum frameworks

## Organizational Impact

Organizations will benefit from this course by:

- Enhancing HR department capabilities and strategic alignment.
- Improving employee engagement and retention.
- Ensuring legal compliance and minimizing HR-related risks.
- Building leadership and managerial competencies in HR staff.
- Strengthening internal talent pipelines and workforce planning.

## Target Audience

- HR officers, specialists, and executives
- Talent acquisition and recruitment professionals
- HR business partners
- Line managers involved in HR functions
- Professionals aiming to transition into HR careers
- Anyone seeking a foundational and structured HRM learning path

## Course Outline

### Day 1: Foundations of Human Resource Management

- Definition and evolution of HRM
- HRM roles and responsibilities
- Strategic HRM vs. traditional HRM
- Overview of HR competencies and curriculum-based learning

#### Day 2: Organizational Structure and Workforce Planning

- Organizational design and job analysis
- Workforce planning and forecasting
- Job descriptions and specifications
- Succession planning

#### Day 3: Recruitment and Talent Acquisition

- Recruitment strategies and planning
- Sourcing techniques internal/external
- Interviewing and selection techniques
- Onboarding and integration best practices

#### Day 4: Learning & Development

- Training needs analysis TNA
- Designing effective training programs
- Learning styles and adult learning principles
- Evaluation of training effectiveness

#### Day 5: Performance Management Systems

- Purpose and benefits of performance management
- Goal setting and KPIs
- Appraisal methods 360°, MBO, etc.
- Performance feedback and improvement plans

#### Day 6: Compensation and Benefits

- Compensation structure and components
- Salary benchmarking and market analysis
- Incentives, bonuses, and non-financial benefits

- Total rewards strategy

#### Day 7: Labor Laws and Employee Relations

- Overview of labor law principles
- Employment contracts and legal compliance
- Handling grievances and disciplinary actions
- Workplace investigations

#### Day 8: HR Policies and Procedures

- Policy development process
- Common HR policies attendance, leave, conduct
- Handbook creation and communication
- Policy review and legal alignment

#### Day 9: Employee Engagement and Retention

- Engagement drivers and frameworks
- Surveys and feedback mechanisms
- Retention strategies and employer branding
- Psychological contracts and motivation

#### Day 10: HR Metrics and Workforce Analytics

- Importance of HR data
- Key HR metrics turnover, cost-per-hire, etc.
- HR dashboards and reporting
- Data-driven decision-making in HR

#### Day 11: Digital Transformation in HR

- HR Information Systems HRIS
- e-Recruitment and LMS platforms

- Automation and AI in HR functions
- Digital skills for HR professionals

#### Day 12: Capstone & Integration Workshop

- Review and integration of all topics
- Group case studies and presentations
- Developing a sample HR strategy for an organization
- Course evaluation and certificate ceremony

## Registration form on the Training Course: Professional Course in Human Resources Management Based on the Curriculum

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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:  
+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  
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