



*Training Course:
Basics of Human Resource Management*

*7 - 11 December 2026
Geneva (Switzerland)*

Training Course: Basics of Human Resource Management

Training Course code: HR3007 From: 7 - 11 December 2026 Venue: Geneva (Switzerland) - Training Course Fees: 6050
€ Euro

Introduction

This program, designed by Global Horizon Training Center, provides a comprehensive and modern overview of the role, structure, and activities of the Human Resource HR Department.

In today's dynamic business environment, HR is no longer limited to administrative functions; it plays a strategic role in shaping organizational performance and employee engagement. This course introduces participants to the latest tools, systems, and best practices used in modern HR management.

Participants will gain practical insights into key HR processes, from recruitment and onboarding to performance management and employee relations. The program also highlights the evolving role of HR professionals in managing workplace challenges, supporting organizational goals, and ensuring compliance with ethical and legal standards.

Objectives

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

- Understand Strategic Human Resource Management SHRM concepts
- Describe the role and key functions of the HR department
- Demonstrate awareness of recruitment, resourcing, and reward practices
- Apply best practices in handling employee relations and workplace issues
- Understand performance management in a multicultural environment
- Recognize the importance of HR planning and ethical practices
- Support organizational effectiveness through HR processes

Target Audience

- HR Assistants and HR Officers
- Administrative and Personnel Staff
- Supervisors and Line Managers
- New professionals entering the HR field
- Employees involved in HR-related responsibilities

Outlines

Day 1: An Overview of Human Resource Management

- Introduction to Human Resource Management HRM
- HRM vs. Personnel Management
- Core activities and responsibilities of HR
- Strategic HRM SHRM concepts
- HR department structure and systems
- Professional qualifications and competencies

Day 2: Administration & Performance Management

- HR administration and business support functions
- Monitoring absenteeism and workforce data
- HR information systems and databases
- Confidentiality and data protection in HR
- Performance management in multicultural environments
- Appraisal systems and 360-degree feedback
- Conducting disciplinary interviews

Day 3: Recruiting, Rewarding, and Retaining Employees

- Workforce flexibility and modern employment models
- Compensation, benefits, and total reward concepts
- Recruitment and selection processes
- Assessment and development centers
- Psychometric and aptitude testing
- Reference checks and onboarding processes

Day 4: Working with and Assisting Employees

- Managing employee problems and workplace challenges
- Employee Assistance Programs EAP
- Employment law and compliance
- Diversity, inclusion, and workplace ethics
- Handling grievances and investigations
- Workplace mediation techniques
- Exit interviews and employee separation processes

Day 5: HR Planning, Learning & HR Ethics

- Learning and development fundamentals
- Training and development strategies
- Human resource planning and workforce forecasting
- Integrating HR strategies with business objectives
- HR ethics and professional conduct
- Personal development planning CPD

Registration form on the Training Course: Basics of 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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