



*Training Course:  
Human Resources Management Basics*

*21 December 2026 - 1 January 2027  
Madrid (Spain)*

## Training Course: Human Resources Management Basics

Training Course code: HR234869 From: 21 December 2026 - 1 January 2027 Venue: Madrid (Spain) - Training Course  
Fees: 9450 € Euro

### Introduction

This comprehensive 10-day program provides a **modern, practical, and strategic perspective on Human Resource Management HRM**, equipping participants with the knowledge, tools, and competencies required to operate effectively in today's dynamic workplace.

The program goes beyond traditional HR administration and focuses on **Strategic Human Resource Management SHRM**, integrating people management with organizational objectives. Participants will explore the full HR lifecycle—from recruitment and performance management to employee relations, analytics, and workforce planning—while developing the skills required to manage complex workplace challenges.

Through real-world case studies, applied exercises, and interactive discussions, participants will gain a deep understanding of how HR contributes to **organizational performance, employee engagement, and sustainable growth**.

### Program Objectives

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

- Understand and apply **Strategic Human Resource Management SHRM** principles
- Define the role and functions of a modern HR department
- Manage recruitment, reward, and retention processes effectively
- Apply best practices in **employee relations and problem resolution**
- Implement performance management systems in **multi-cultural environments**
- Ensure **data security, confidentiality, and HR compliance**
- Utilize HR planning, analytics, and ethics in decision-making
- Align HR strategies with overall business goals

### Target Audience

This program is ideal for:

- HR Professionals and HR Officers
- HR Managers and Business Partners
- Line Managers and Supervisors
- Administrative and Personnel Staff
- Professionals transitioning into HR roles

## Training Outline

### Day 1: Overview of Human Resource Management

- Introduction to HRM vs. Personnel Management
- Roles, responsibilities, and functions of HR
- Strategic HRM SHRM concepts
- HR department structures and systems
- HR career pathways and competencies

### Day 2: HR Administration & Performance Management

- HR administration and operational support
- Absence and attendance management
- HR databases and HRIS systems
- Employee data security and confidentiality
- Performance management systems
- Appraisal methods including 360-degree feedback
- Conducting disciplinary interviews

### Day 3: Recruitment, Reward & Retention

- Flexible workforce models
- Compensation and benefits fundamentals
- Total rewards approach
- Recruitment and selection processes
- Psychometric testing and assessment centers
- Employee onboarding and induction programs

### Day 4: Employee Relations & Workplace Support

- Managing employee issues and workplace challenges
- Employee Assistance Programs EAP
- Employment law and compliance basics
- Diversity, equality, and inclusion
- Grievance handling and workplace investigations
- Mediation and conflict resolution
- Exit management and interviews

### Day 5: HR Planning, Learning & Ethics

- Training and development frameworks
- Human resource planning
- Integrated HR strategies
- HR ethics and professional conduct
- Continuous Professional Development CPD
- Personal action planning

### Day 6: Manpower Planning & Recruitment Strategies

- Workforce and manpower planning
- Forecasting workforce requirements

- Recruitment strategies and sourcing
- Internal vs. external recruitment approaches

#### Day 7: Selection, Development & HR Integration

- Employee selection and assessment techniques
- Pre-employment evaluation tools
- Compensation agreements and contracts
- HR analytics fundamentals
- Change management principles
- Employee relations and HR-line manager collaboration
- Competency frameworks and succession planning

#### Day 8: Training, Development & Career Management

- Employee development strategies
- Training needs analysis TNA
- Designing and evaluating training programs
- Career planning and career stages
- Retention strategies and employee growth
- Performance management integration

#### Day 9: Workplace Relations & HR Analytics

- Workplace relationships and conflict management
- Improving employee engagement and collaboration
- Key Performance Indicators KPIs in HR
- HR Scorecards and Strategy Maps
- Using HR analytics for decision-making
- Building HR reporting templates

#### Day 10: Assessment & Certification

- Final assessment exam or case-based evaluation
- Review of key program concepts
- Participant presentations optional
- Feedback and discussion
- Certification ceremony

## Registration form on the Training Course: Human Resources Management Basics

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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  
to: Global Horizon  
3 Oudai street, Aldouki,  
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