



*Training Course:
Human Resources Management Basics*

*7 - 18 September 2026
Geneva (Switzerland)*

Training Course: Human Resources Management Basics

Training Course code: HR234869 From: 7 - 18 September 2026 Venue: Geneva (Switzerland) - Training Course Fees: 9550 € 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:
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Payment Method

- ☐ Please find enclosed a cheque made payable to Global Horizon
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or training@gh4t.com

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3 Oudai street, Aldouki,
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