



*Training Course:  
Basics of Human Resource Management*

*18 - 22 July 2027  
Manama (Bahrain)*

## Training Course: Basics of Human Resource Management

Training Course code: HR3007 From: 18 - 22 July 2027 Venue: Manama (Bahrain) - Training Course Fees: 4725 € 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

### 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,  
Giza, Giza Governorate,  
Egypt.