




HR Skills for Non HR Professionals

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Meirc
Training & Consulting

Why Attend

HR for Line Managers course is designed to help line managers manage their staff better by equipping them with critical HR skills. Also, this course focuses on key issues for line managers, such as handling employee interviews, on-boarding, appraisals, training, grievances, and much more.

Course Methodology

Each day one HR topic that interest line managers will be explained. Group exercises, role plays, videos and practical case studies will be used. This course will definitely help line managers and department heads to know their HR part to achieve the organization goals through their subordinates.

Course Objectives

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

- List and apply manager's HR functions
- Define the roles and responsibilities of managers in recruitment and onboarding
- Conduct effective performance appraisal meetings
- Identify and evaluate training needs
- Handle employees complaints, grievances, and turnover

Target Audience

Line managers, head of departments, team leaders and supervisors and anyone who wishes to gain knowledge and skills about the human resources functions and how to apply them effectively in his/her department.

Target Competencies

- Recruitment and selection
- Job orientation
- Performance management
- Coaching
- Training and development
- Handling complaints
- Problem solving

Course Outline

- Getting the right people
 - What HR is really about
 - Human Resources Development and Evolution
 - HR: towards a modern definition
 - Ally with HR department
 - The HR functions of managers
 - Workforce planning
 - Attracting the right talent through referrals
 - Interviewing skills for line managers
 - Building a job profile
 - Preparing technical assessments
- Welcoming a new family member
 - Onboarding - job orientation
 - Does induction mean orientation or is there a difference?
 - Benefits of induction and orientation program to employees and organizations
 - First day on the job
 - Induction content



- Role and responsibility of the new employee's manager during the first few days
- Values, culture and code of conduct
- Evaluating effectiveness of on-boarding
- Performance management
 - Definition of performance management
 - Overview of the annual performance cycle
 - Mistakes in performance management
 - Employee assessment best practices
 - 360 degree versus 180 degree
 - Coaching, counseling and mentoring
- Training and development
 - Why Identify Needs?
 - Identifying training needs
 - Career development
 - The career development process and links with HR
 - Succession planning
 - Building a personal development plan
 - Learning styles
 - On the job training
 - Evaluating training effectiveness
- Handling employee complaints
 - Employee moral
 - The definition of a grievance
 - Grievances versus complaints
 - The grievance handling procedures
 - Your role before, during and after the exit interview
 - Analyzing turnover
 - Healthy versus unhealthy turnover



Associations

HR Certification Institute (HRCI) : Meirc is an approved provider with the HR Certification Institute. Established in 1976, HRCI is an internationally certifying organization for the human resource profession and a global leader in developing rigorous exams to demonstrate mastery and real-world application of forward-thinking HR practices, policies and principles. Today, more than 120,000 professionals worldwide proudly maintain their HR Certification Institute's credentials as a mark of high professional distinction. By successfully completing any Meirc program which is approved by HRCI, participants will earn credit hours essential for maintaining professional distinction of PHR®, SPHR® or GPHR®.



Society for Human Resource Management (SHRM) : Meirc is recognized by the Society for Human Resources Management (SHRM) as a Recertification Provider. This recognition implies that participants who attend any of the SHRM approved programs delivered by Meirc Training & Consulting will earn a number of Professional Development Credits (PDCs) which will help them maintain their certification in SHRM-CP or SHRM-SCP.



Location & Date

11 - 15 Oct, 2020

English

Dubai

To be assigned

Fees: US\$ (including coffee breaks and a buffet lunch daily)

Per participant - 2019

US\$ 4800

Per participant - 2020

US\$ 4900

Fees + VAT as applicable

UAE Tax Registration Number 100239834300003



Courses in Human Resources and Training

Dates	Course Name	Language	Location	Fees
1 - 5 Sep, 2019	Career Development and Succession Planning	English	Dubai	US\$ 4900
8 - 12 Sep, 2019	Certified Training and Development Professional	Arabic	Dubai	US\$ 5200
8 - 12 Sep, 2019	Human Resources Management	English	Dubai	US\$ 4900
8 - 12 Sep, 2019	Workforce Planning and Budgeting	Arabic	Dubai	US\$ 4900
15 - 19 Sep, 2019	Certified Instructional Design Practitioner	English	Dubai	US\$ 5200
15 - 17 Sep, 2019	Labor Law Workshop: Practical Applications	English	Dubai	US\$ 3700
15 - 19 Sep, 2019	Professional Skills for Human Resources Management	English	Dubai	US\$ 4900
15 - 19 Sep, 2019	Identifying Training Needs and Evaluating Training	English	Dubai	US\$ 4900
22 - 26 Sep, 2019	Excel Skills for HR and Admin Professionals	English	Dubai	US\$ 4900
22 - 26 Sep, 2019	Performance Management: Setting Objectives and Conducting Appraisals	English	Dubai	US\$ 4900
22 - 26 Sep, 2019	Recruitment, Interviewing and Selection	English	Dubai	US\$ 4900
29 Sep - 3 Oct, 2019	Certificate in Human Capital Planning	English	Dubai	US\$ 5200
29 Sep - 3 Oct, 2019	Certified Human Resources Professional: From Traditional HR Role to Business Partner	English	Dubai	US\$ 5200
29 Sep - 3 Oct, 2019	Employee On-Boarding: Induction and Job Orientation Techniques	English	Dubai	US\$ 4900
6 - 10 Oct, 2019	Leadership Skills for HR Managers	English	Dubai	US\$ 4900
6 - 10 Oct, 2019	Strategic Recruitment, Interviewing and Selection	English	Dubai	US\$ 4900
6 - 10 Oct, 2019	Train the Trainer: From Design to Delivery	English	Dubai	US\$ 4900
13 - 17 Oct, 2019	Certified Compensation and Benefits Professional	Arabic	Dubai	US\$ 5200
13 - 17 Oct, 2019	Certified Employee Relations Professional	English	Dubai	US\$ 5200
13 - 17 Oct, 2019	Certified Talent Management Professional	English	Dubai	US\$ 5200
13 - 17 Oct, 2019	Human Resources Management	English	Riyadh	US\$ 4900
20 - 24 Oct, 2019	Certificate in Competency Development and Implementation	English	Dubai	US\$ 5200
20 - 24 Oct, 2019	Certified Organization Development Professional	Arabic	Dubai	US\$ 5200
20 - 24 Oct, 2019	Human Resources KPIs: Benchmarking HR Performance	English	Dubai	US\$ 4900



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Dates	Course Name	Language	Location	Fees
27 - 31 Oct, 2019	Career Development and Succession Planning	Arabic	Dubai	US\$ 4900
27 - 31 Oct, 2019	Certified Training and Development Professional	English	Dubai	US\$ 5200
27 - 31 Oct, 2019	Writing HR Policies and Procedures	English	Dubai	US\$ 4900
3 - 7 Nov, 2019	Certified Human Resources Professional: From Traditional HR Role to Business Partner	Arabic	Dubai	US\$ 5200
3 - 7 Nov, 2019	Certified Recruitment Specialist	Arabic	Dubai	US\$ 5200
3 - 7 Nov, 2019	Managing and Coordinating Training	English	Dubai	US\$ 4900
10 - 14 Nov, 2019	Certificate in HR Auditing	Arabic	Dubai	US\$ 5200
10 - 14 Nov, 2019	Certified Talent Acquisition Professional	English	Dubai	US\$ 5200
10 - 14 Nov, 2019	Employee Engagement: Strategy and Practices	English	Dubai	US\$ 4900
10 - 14 Nov, 2019	Identifying Training Needs and Evaluating Training	Arabic	Dubai	US\$ 4900
10 - 14 Nov, 2019	Strategic Human Resources Management	Arabic	Dubai	US\$ 4900
10 - 14 Nov, 2019	Workforce Planning and Budgeting	English	Dubai	US\$ 4900
17 - 21 Nov, 2019	The Certified HR Administrator	English	Dubai	US\$ 5200
17 - 21 Nov, 2019	Compensation and Benefits	Arabic	Dubai	US\$ 4900
17 - 21 Nov, 2019	Employee Relations: Roles and Responsibilities	Arabic	Dubai	US\$ 4900
17 - 21 Nov, 2019	Job Analysis and Evaluation Workshop	English	Dubai	US\$ 4900
24 - 28 Nov, 2019	e-HR: Modern Trends and Applications	English	Dubai	US\$ 4900
24 - 28 Nov, 2019	HR Business Partner: Roles, Responsibilities and Competencies	Arabic	Dubai	US\$ 4900
24 - 28 Nov, 2019	Learning and Development: Tools and Strategies	English	Dubai	US\$ 4900
1 - 5 Dec, 2019	Certified Master Trainer	Arabic	Dubai	US\$ 5200
1 - 5 Dec, 2019	Recruitment, Interviewing and Selection	Arabic	Dubai	US\$ 4900
8 - 12 Dec, 2019	Certified Organization Development Professional	English	Dubai	US\$ 5200
8 - 12 Dec, 2019	Human Resources Management	Arabic	Dubai	US\$ 4900
15 - 19 Dec, 2019	Career Development and Succession Planning	English	Dubai	US\$ 4900
15 - 19 Dec, 2019	The Certified HR Administrator	Arabic	Dubai	US\$ 5200
15 - 19 Dec, 2019	Certified Recruitment Specialist	English	Dubai	US\$ 5200



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Dates	Course Name	Language	Location	Fees
15 - 19 Dec, 2019	Certified Training and Development Professional	Arabic	Dubai	US\$ 5200
22 - 26 Dec, 2019	Certified Compensation and Benefits Professional	English	Dubai	US\$ 5200
22 - 26 Dec, 2019	Certified Human Resources Professional: From Traditional HR Role to Business Partner	English	Dubai	US\$ 5200
29 Dec - 2 Jan, 2020	Human Resources Management	English	Dubai	US\$ 4900
19 - 23 Jan, 2020	Certified Employee Relations Professional	English	Dubai	US\$ 4900
19 - 23 Jan, 2020	Certified Training and Development Professional	Arabic	Dubai	US\$ 4900
26 - 30 Jan, 2020	Certified Human Resources Professional: From Traditional HR Role to Business Partner	English	Dubai	US\$ 4900
26 - 30 Jan, 2020	Certified Recruitment Specialist	English	Dubai	US\$ 4900
26 - 30 Jan, 2020	Excel Skills for HR and Admin Professionals	English	Dubai	US\$ 4900
2 - 6 Feb, 2020	Career Development and Succession Planning	English	Dubai	US\$ 4900
2 - 6 Feb, 2020	Certificate in HR Auditing	Arabic	Dubai	US\$ 4900
9 - 13 Feb, 2020	Certified Compensation and Benefits Professional	English	Dubai	US\$ 4900
9 - 13 Feb, 2020	Certified Master Trainer	English	Dubai	US\$ 4900
9 - 13 Feb, 2020	Human Resources Management	English	Dubai	US\$ 4900
16 - 20 Feb, 2020	HR Business Partner: Roles, Responsibilities and Competencies	English	Dubai	US\$ 4900
16 - 20 Feb, 2020	Job Analysis and Evaluation Workshop	English	Dubai	US\$ 4900
16 - 20 Feb, 2020	Recruitment, Interviewing and Selection	Arabic	Dubai	US\$ 4900
23 - 27 Feb, 2020	Certified Human Resources Professional: From Traditional HR Role to Business Partner	Arabic	Dubai	US\$ 4900
23 - 27 Feb, 2020	Employee Engagement: Strategy and Practices	Arabic	Dubai	US\$ 4900
23 - 27 Feb, 2020	Managing and Coordinating Training	English	Dubai	US\$ 4900
1 - 5 Mar, 2020	The Certified HR Administrator	Arabic	Dubai	US\$ 4900
1 - 5 Mar, 2020	Certified Talent Management Professional	English	Dubai	US\$ 4900
1 - 5 Mar, 2020	Employee Relations: Roles and Responsibilities	Arabic	Dubai	US\$ 4900
8 - 12 Mar, 2020	Certified Organization Development Professional	English	Dubai	US\$ 4900



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8 - 12 Mar, 2020	Compensation and Benefits	English	Dubai	US\$ 4900
8 - 12 Mar, 2020	Identifying Training Needs and Evaluating Training	English	Dubai	US\$ 4900
8 - 12 Mar, 2020	Strategic Human Resources Management	Arabic	Dubai	US\$ 4900
15 - 19 Mar, 2020	Certificate in Human Capital Planning	Arabic	Dubai	US\$ 4900
15 - 19 Mar, 2020	Certified Instructional Design Practitioner	English	Dubai	US\$ 4900
15 - 19 Mar, 2020	Certified Recruitment Specialist	Arabic	Dubai	US\$ 4900
15 - 19 Mar, 2020	Performance Management: Setting Objectives and Conducting Appraisals	Arabic	Dubai	US\$ 4900
22 - 26 Mar, 2020	Career Development and Succession Planning	Arabic	Dubai	US\$ 4900
22 - 26 Mar, 2020	Certificate in Competency Development and Implementation	English	Dubai	US\$ 4900
22 - 26 Mar, 2020	Human Resources Management	Arabic	Dubai	US\$ 4900
29 Mar - 2 Apr, 2020	Certified Training and Development Professional	English	Dubai	US\$ 4900
29 Mar - 2 Apr, 2020	Professional Skills for Human Resources Management	Arabic	Dubai	US\$ 4900
5 - 9 Apr, 2020	Certified Compensation and Benefits Professional	Arabic	Dubai	US\$ 4900
5 - 9 Apr, 2020	Certified Training Manager	English	Dubai	US\$ 4900
5 - 9 Apr, 2020	e-HR: Modern Trends and Applications	English	Dubai	US\$ 4900
5 - 9 Apr, 2020	Strategic Recruitment, Interviewing and Selection	English	Dubai	US\$ 4900
12 - 16 Apr, 2020	Certified Employee Relations Professional	Arabic	Dubai	US\$ 4900
12 - 16 Apr, 2020	Certified Human Resources Professional: From Traditional HR Role to Business Partner	English	Dubai	US\$ 4900
12 - 16 Apr, 2020	Workforce Planning and Budgeting	English	Dubai	US\$ 4900
19 - 23 Apr, 2020	Certified Training and Development Professional	English	Dubai	US\$ 4900
3 - 7 May, 2020	HR Business Partner: Roles, Responsibilities and Competencies	English	Dubai	US\$ 4900
10 - 14 May, 2020	Career Development and Succession Planning	English	Dubai	US\$ 4900
31 May - 4 Jun, 2020	HR Business Partner: Roles, Responsibilities and Competencies	Arabic	Dubai	US\$ 4900
31 May - 4 Jun, 2020	Human Resources Management	Arabic	Dubai	US\$ 4900
7 - 11 Jun, 2020	Certified Training and Development	Arabic	Dubai	US\$ 4900



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Dates	Course Name	Language	Location	Fees
	Professional			
7 - 11 Jun, 2020	Human Resources KPIs: Benchmarking HR Performance	English	Dubai	US\$ 4900
14 - 18 Jun, 2020	Certified Human Resources Professional: From Traditional HR Role to Business Partner	English	Vienna	US\$ 4900
14 - 18 Jun, 2020	Employee On-Boarding: Induction and Job Orientation Techniques	Arabic	Dubai	US\$ 4900
21 - 25 Jun, 2020	Certified Recruitment Specialist	English	Dubai	US\$ 4900
21 - 25 Jun, 2020	Managing your Internal Training Academy	English	Dubai	US\$ 4900
21 - 25 Jun, 2020	Train the Trainer: From Design to Delivery	English	Dubai	US\$ 4900
5 - 9 Jul, 2020	Certificate in HR Auditing	English	Dubai	US\$ 4900
5 - 9 Jul, 2020	Certified Talent Acquisition Professional	English	Dubai	US\$ 4900
12 - 16 Jul, 2020	Certified Human Resources Professional: From Traditional HR Role to Business Partner	Arabic	Dubai	US\$ 4900
12 - 16 Jul, 2020	Certified Training and Development Professional	English	Vienna	US\$ 4900
19 - 23 Jul, 2020	Career Development and Succession Planning	English	Dubai	US\$ 4900
19 - 23 Jul, 2020	Certified Compensation and Benefits Professional	English	Dubai	US\$ 4900
9 - 13 Aug, 2020	Certified Human Resources Professional: From Traditional HR Role to Business Partner	English	Baku	US\$ 4900
9 - 13 Aug, 2020	Certified Master Trainer	Arabic	Dubai	US\$ 4900
16 - 20 Aug, 2020	Certified Employee Relations Professional	English	Dubai	US\$ 4900
16 - 20 Aug, 2020	Certified Organization Development Professional	Arabic	Dubai	US\$ 4900
23 - 27 Aug, 2020	Certified HR Assessor	English	Dubai	US\$ 4900
23 - 27 Aug, 2020	Identifying Training Needs and Evaluating Training	Arabic	Dubai	US\$ 4900
23 - 27 Aug, 2020	Recruitment, Interviewing and Selection	English	Dubai	US\$ 4900
30 Aug - 3 Sep, 2020	Career Development and Succession Planning	Arabic	Dubai	US\$ 4900
30 Aug - 3 Sep, 2020	The Certified HR Administrator	English	Dubai	US\$ 4900
30 Aug - 3 Sep, 2020	Human Resources Management	English	Dubai	US\$ 4900
6 - 10 Sep, 2020	Certificate in Human Capital Planning	English	Dubai	US\$ 4900
6 - 10 Sep, 2020	Certified Recruitment Specialist	Arabic	Dubai	US\$ 4900



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Dates	Course Name	Language	Location	Fees
6 - 10 Sep, 2020	Strategic Human Resources Management	English	Dubai	US\$ 4900
13 - 17 Sep, 2020	Certificate in Competency Development and Implementation	English	Dubai	US\$ 4900
13 - 17 Sep, 2020	Certified Training and Development Professional	Arabic	Dubai	US\$ 4900
13 - 17 Sep, 2020	Learning and Development: Tools and Strategies	English	Dubai	US\$ 4900
20 - 24 Sep, 2020	Certified Compensation and Benefits Professional	Arabic	Dubai	US\$ 4900
20 - 24 Sep, 2020	Certified Human Resources Professional: From Traditional HR Role to Business Partner	English	Dubai	US\$ 4900
27 Sep - 1 Oct, 2020	Employee On-Boarding: Induction and Job Orientation Techniques	English	Dubai	US\$ 4900
27 Sep - 1 Oct, 2020	Employee Relations: Roles and Responsibilities	Arabic	Dubai	US\$ 4900
4 - 8 Oct, 2020	Career Development and Succession Planning	English	Cairo	US\$ 4900
4 - 8 Oct, 2020	Excel Skills for HR and Admin Professionals	English	Dubai	US\$ 4900
4 - 8 Oct, 2020	Identifying Training Needs and Evaluating Training	English	Dubai	US\$ 4900
11 - 15 Oct, 2020	Professional Skills for Human Resources Management	English	Dubai	US\$ 4900
11 - 15 Oct, 2020	HR Business Partner: Roles, Responsibilities and Competencies	English	Dubai	US\$ 4900
11 - 15 Oct, 2020	Strategic Recruitment, Interviewing and Selection	English	Dubai	US\$ 4900
18 - 22 Oct, 2020	Human Resources KPIs: Benchmarking HR Performance	English	Dubai	US\$ 4900
18 - 22 Oct, 2020	Managing and Coordinating Training	Arabic	Dubai	US\$ 4900
25 - 29 Oct, 2020	Certified Human Resources Professional: From Traditional HR Role to Business Partner	Arabic	Dubai	US\$ 4900
25 - 29 Oct, 2020	Writing HR Policies and Procedures	English	Dubai	US\$ 4900
1 - 5 Nov, 2020	Certified Training and Development Professional	English	Dubai	US\$ 4900
1 - 5 Nov, 2020	Employee Engagement: Strategy and Practices	English	Dubai	US\$ 4900
8 - 12 Nov, 2020	Career Development and Succession Planning	Arabic	Dubai	US\$ 4900
8 - 12 Nov, 2020	Certificate in HR Auditing	Arabic	Dubai	US\$ 4900



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Dates	Course Name	Language	Location	Fees
8 - 12 Nov, 2020	Certified Organization Development Professional	English	Dubai	US\$ 4900
8 - 12 Nov, 2020	Performance Management: Setting Objectives and Conducting Appraisals	English	Dubai	US\$ 4900
8 - 12 Nov, 2020	Train the Trainer: From Design to Delivery	English	Dubai	US\$ 4900
15 - 19 Nov, 2020	Compensation and Benefits	Arabic	Dubai	US\$ 4900
15 - 19 Nov, 2020	Employee Relations: Roles and Responsibilities	English	Dubai	US\$ 4900
15 - 19 Nov, 2020	Human Resources Management	English	Dubai	US\$ 4900
15 - 19 Nov, 2020	Managing your Internal Training Academy	English	Dubai	US\$ 4900
22 - 26 Nov, 2020	The Certified HR Administrator	Arabic	Dubai	US\$ 4900
22 - 26 Nov, 2020	Certified Instructional Design Practitioner	English	Dubai	US\$ 4900
22 - 26 Nov, 2020	Certified Recruitment Specialist	English	Dubai	US\$ 4900
22 - 26 Nov, 2020	Certified Training Manager	English	Dubai	US\$ 4900
22 - 26 Nov, 2020	e-HR: Modern Trends and Applications	English	Dubai	US\$ 4900
29 Nov - 3 Dec, 2020	Certified Talent Management Professional	English	Dubai	US\$ 4900
29 Nov - 3 Dec, 2020	Strategic Human Resources Management	Arabic	Dubai	US\$ 4900
29 Nov - 3 Dec, 2020	Workforce Planning and Budgeting	English	Dubai	US\$ 4900
6 - 10 Dec, 2020	Career Development and Succession Planning	English	Dubai	US\$ 4900
6 - 10 Dec, 2020	Certified Compensation and Benefits Professional	English	Dubai	US\$ 4900
13 - 17 Dec, 2020	Certified Human Resources Professional: From Traditional HR Role to Business Partner	English	Dubai	US\$ 4900
13 - 17 Dec, 2020	HR Business Partner: Roles, Responsibilities and Competencies	Arabic	Dubai	US\$ 4900
13 - 17 Dec, 2020	Recruitment, Interviewing and Selection	Arabic	Dubai	US\$ 4900
20 - 24 Dec, 2020	Certified Employee Relations Professional	Arabic	Dubai	US\$ 4900
20 - 24 Dec, 2020	Certified Training and Development Professional	Arabic	Dubai	US\$ 4900
27 - 31 Dec, 2020	Human Resources Management	Arabic	Dubai	US\$ 4900



Meirc Timeline

