



Course Outline

خطة الدورة التدريبية

Comprehensive Professional HR Diploma

Human resources > Foundations

Duration

60 hours

Topics

6

Track

Foundations

Certificate

**Certified completion certificate
with serial number and QR
verification**

About the course

A comprehensive programme covering recruitment, pay, performance, training and employee relations.

Course topics and hours

#	Topic	Hours
1	Recruitment and selection	8 hours
2	Pay and benefits	10 hours
3	Performance management	10.5 hours
4	Training and development	10.5 hours
5	Employee relations and labour law	10.5 hours
6	Job and organisation design	10.5 hours
Total		60 hours

What you gain

You gain a full grounding in the HR functions that equips you to work in any of them.

How we teach

- ✓ Clear explanations that start from the basics
- ✓ Examples from real Egyptian and Arab businesses
- ✓ Hands-on practice and exercises after every topic
- ✓ Follow-up and assessment until completion

The complete course handbook

An illustrated handbook that explains every topic step by step, with worked examples, tables, diagrams and exercises, in Arabic and English. Available to trainees once their registration is accepted and their enrolment confirmed.



Register for this course

Scan for the course page and registration

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