Garnet
Garnet Global Training Center

GGT-HR-114

Human Resources

HR Fundamentals for New Practitioners

أساسيات الموارد البشرية للممارسين الجدد

Duration	Language	Formats	Hours	Level
5 or 10 days	**English or Arabic**	**Classroom, online, in-house**	**35 / 70**	**Foundation**

Overview

HR Fundamentals for New Practitioners gives newcomers and non-specialists a clear, practical grounding: the core concepts, the vocabulary used on the job and the first tools to apply them. Build the people systems that attract, grow and keep the talent an organisation depends on. Choose 5 or 10 days, classroom or live online, English or Arabic; organisations can also run it in-house and adapt the examples to their own work.

What you will be able to do

- Explain the key concepts, terms and standards of HR Fundamentals for New Practitioners.
- Read and use the documents, forms and data common in this field.
- Know when to escalate and who to involve.
- Communicate confidently with specialists and colleagues.
- Plan the next steps in your own learning.

Who should attend

HR managers and business partners, recruiters, L&D and reward specialists. No prior experience is required; it also suits new hires, graduates and staff moving into this field.

Key topics

- HR strategy aligned to business goals
- Competency frameworks
- Labour law essentials in the region
- Metrics and HR analytics
- Engagement and retention
- Policy and process design

Formats and fees

5-day classroom	**USD 4,750**
5-day online	**USD 2,950**
10-day classroom	**USD 8,950**
10-day online	**USD 5,450**
In-house	**Quotation per group**

Fees per participant, excluding VAT.

Register or ask

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Email: info@garnettrainings.com

Training: training@garnettrainings.com

Web: garnettrainings.com

Sharjah Publishing City Free Zone, Sharjah, UAE

Certificate

Participants who attend at least 90% of sessions and complete the final assessment receive a certificate of completion stating 35 contact hours (5-day) or 70 contact hours (10-day).

5-day outline

Day 1 Introduction to HR Fundamentals for New Practitioners

- Competency frameworks
- Group discussion and peer review

Day 2 Core concepts and terminology

- Labour law essentials in the region
- Metrics and HR analytics

Day 3 Basic methods and tools

- Engagement and retention
- Measurement and reporting

Day 4 Working safely and correctly

- Policy and process design
- Hands-on workshop on a workplace challenge

Day 5 Practical exercises and review

- HR strategy aligned to business goals
- Common mistakes and how to avoid them

10-day outline

Day 1 Introduction to HR Fundamentals for New Practitioners

- Competency frameworks
- Group discussion and peer review

Day 2 Core concepts and terminology

- Labour law essentials in the region
- Metrics and HR analytics

Day 3 Basic methods and tools

- Engagement and retention
- Measurement and reporting

Day 4 Working safely and correctly

- Policy and process design
- Hands-on workshop on a workplace challenge

Day 5 Practical exercises and review

- HR strategy aligned to business goals
- Common mistakes and how to avoid them

Day 6 Advanced techniques and specialist practice

- Complex cases in depth
- Regional and international case studies

Day 7 Digital tools, data and automation

- Analysis tools and software
- Using AI in this field

Day 8 Benchmarking against international practice

- Global performance benchmarks
- Checklists and templates to take away

Day 9 Capstone project

- Analyse a real challenge from your organisation
- Build the solution and implementation plan

Day 10 Presentations, final assessment and certificates

- Project presentations and review
- Final exam and certificate award

Schedule 2027–2030

Dates	Format	City	Language	Fee (USD)
3–14 Jan 2027	10-day classroom	Riyadh	English	8,950
21–25 Jun 2027	5-day online	Live online	English	2,950
5–9 Jul 2027	5-day classroom	Abu Dhabi	English	4,750
2–6 Aug 2027	5-day classroom	Istanbul	English	4,750
3–14 Jul 2028	10-day online	Live online	English	5,450
3–7 Sep 2028	5-day classroom	Cairo	English	4,750
15–19 Oct 2028	5-day classroom	Amman	Arabic	4,750
11–22 Dec 2028	10-day classroom	Dubai	English	8,950
19–23 Mar 2029	5-day classroom	Singapore	English	4,750

Dates	Format	City	Language	Fee (USD)
7–11 May 2029	5-day online	Live online	Arabic	2,950
19–30 Nov 2029	10-day classroom	Dubai	English	8,950
2–6 Dec 2029	5-day classroom	Riyadh	Arabic	4,750
14–18 Jan 2030	5-day classroom	Dubai	English	4,750
15–26 Apr 2030	10-day online	Live online	Arabic	5,450
2–6 Jun 2030	5-day classroom	Jeddah	English	4,750
7–18 Oct 2030	10-day classroom	London	English	8,950

Customised and in-house versions of this course are available on request. garnettrainings.com/en/customise/