Garnet
Garnet Global Training Center

GGT-HR-132

Human Resources

HR Shared Services & Digital HR

الخدمات المشتركة والتحول الرقمي في الموارد البشرية

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

Overview

HR Shared Services & Digital HR focuses on how the work is actually done: the methods, checks and decisions practitioners use every day, illustrated with real cases from the region. 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

- Apply the methods and standards of HR Shared Services & Digital HR to real tasks.
- Follow safe, compliant and documented work practices.
- Avoid the mistakes that most often cause rework or failure.
- Share good practice with your team.
- Use the right tools, checks and calculations step by step.

Who should attend

HR managers and business partners, recruiters, L&D and reward specialists. Practitioners with one to five years of experience benefit most.

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 HR Shared Services & Digital HR: principles and standards

- Competency frameworks
- Regional and international case studies

Day 2 Methods and tools in practice

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

Day 3 Diagnosis and problem solving

- Engagement and retention
- Checklists and templates to take away

Day 4 Quality, safety and documentation

- Policy and process design
- Group discussion and peer review

Day 5 Workshop, assessment and action plan

- HR strategy aligned to business goals
- Measurement and reporting

10-day outline

Day 1 HR Shared Services & Digital HR: principles and standards

- Competency frameworks
- Regional and international case studies

Day 2 Methods and tools in practice

- Labour law essentials in the region
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Day 3 Diagnosis and problem solving

- Engagement and retention
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Day 4 Quality, safety and documentation

- Policy and process design
- Group discussion and peer review

Day 5 Workshop, assessment and action plan

- HR strategy aligned to business goals
- Measurement and reporting

Day 6 Advanced techniques and specialist practice

- Complex cases in depth
- Hands-on workshop on a workplace challenge

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
- Common mistakes and how to avoid them

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)
17–21 Jan 2027	5-day classroom	Doha	English	4,750
11–22 Apr 2027	10-day classroom	Jeddah	Arabic	8,950
13–17 Jun 2027	5-day classroom	Riyadh	English	4,750
11–15 Oct 2027	5-day online	Live online	English	2,950
6–10 Mar 2028	5-day classroom	Amsterdam	English	4,750
10–21 Apr 2028	10-day online	Live online	Arabic	5,450
12–16 Jun 2028	5-day classroom	Dubai	Arabic	4,750
17–28 Sep 2028	10-day classroom	Kuwait City	Arabic	8,950
12–16 Feb 2029	5-day online	Live online	English	2,950

Dates	Format	City	Language	Fee (USD)
8–19 Apr 2029	10-day classroom	Doha	Arabic	8,950
15–19 Oct 2029	5-day classroom	Dubai	English	4,750
12–16 Nov 2029	5-day classroom	London	English	4,750
13–24 Jan 2030	10-day classroom	Jeddah	English	8,950
11–15 Mar 2030	5-day classroom	Abu Dhabi	Arabic	4,750
8–19 Jul 2030	10-day online	Live online	English	5,450
13–17 Oct 2030	5-day classroom	Riyadh	Arabic	4,750

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