Garnet
Garnet Global Training Center

GGT-HR-115

Human Resources

Payroll Management

إدارة الرواتب

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

Overview

This program treats Payroll Management as a managed system: policies, roles, resources, performance indicators and continual improvement. Build the people systems that attract, grow and keep the talent an organisation depends on. It runs as a 5-day or 10-day program in English or Arabic, in classrooms in Dubai, Riyadh, Cairo, London, Istanbul and other cities, or live online, and can be delivered in-house.

What you will be able to do

- Set up and run Payroll Management as a managed process with clear roles.
- Report clearly to senior management and stakeholders.
- Manage contractors, suppliers and internal customers.
- Plan resources, budgets and schedules realistically.
- Define KPIs and build simple dashboards for management.

Who should attend

HR managers and business partners, recruiters, L&D and reward specialists. It suits supervisors, section heads and specialists who manage, or are about to manage, this area.

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

WhatsApp: +971 56 674 7382

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 Payroll Management: the management framework

- Metrics and HR analytics
- Hands-on workshop on a workplace challenge

Day 2 Planning, resources and budgets

- Engagement and retention
- Policy and process design

Day 3 Performance measurement and control

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

Day 4 Risk, compliance and improvement

- Competency frameworks
- Regional and international case studies

Day 5 Management case study and action plan

- Labour law essentials in the region
- Checklists and templates to take away

10-day outline

Day 1 Payroll Management: the management framework

- Metrics and HR analytics
- Hands-on workshop on a workplace challenge

Day 2 Planning, resources and budgets

- Engagement and retention
- Policy and process design

Day 3 Performance measurement and control

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

Day 4 Risk, compliance and improvement

- Competency frameworks
- Regional and international case studies

Day 5 Management case study and action plan

- Labour law essentials in the region
- Checklists and templates to take away

Day 6 Advanced techniques and specialist practice

- Complex cases in depth
- Group discussion and peer review

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
- Measurement and reporting

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)
14–18 Jun 2027	5-day classroom	Kuala Lumpur	English	4,750
16–20 Aug 2027	5-day classroom	Barcelona	English	4,750
17–28 Oct 2027	10-day classroom	Riyadh	Arabic	8,950
1–5 Nov 2027	5-day online	Live online	English	2,950
8–12 May 2028	5-day classroom	Istanbul	English	4,750
3–7 Sep 2028	5-day classroom	Riyadh	English	4,750
2–13 Oct 2028	10-day online	Live online	Arabic	5,450
11–22 Dec 2028	10-day classroom	Geneva	English	8,950
1–5 Jan 2029	5-day classroom	Singapore	English	4,750

Dates	Format	City	Language	Fee (USD)
4–8 Jun 2029	5-day classroom	Abu Dhabi	English	4,750
17–21 Sep 2029	5-day online	Live online	Arabic	2,950
4–15 Nov 2029	10-day classroom	Riyadh	Arabic	8,950
7–18 Jan 2030	10-day online	Live online	English	5,450
18–22 Mar 2030	5-day classroom	Barcelona	English	4,750
20–24 May 2030	5-day classroom	Singapore	English	4,750
9–20 Sep 2030	10-day classroom	London	English	8,950

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