FUTURE INNOVATOR
TRAINING INSTITUTE

DIPLOMA IN HUMAN RESOURCE MANAGEMENT



Understand HR.
Develop People.
Drive Performance.

Human Resource Management plays a vital role in building effective teams and successful organisations. This programme introduces the essential functions of HR, covering recruitment, talent planning, employee development, performance management, compensation and employee relations.

Gain a structured understanding of HR practices and explore how they are applied in today's workplace, including the UAE employment environment.



WHO SHOULD ATTEND THE PROGRAM ?

Fresh Graduates
Build a foundation for entering the HR profession.

Career Switchers
Develop the knowledge needed to transition into HR.

HR Assistants
Strengthen your understanding of core HR functions.

Small Business Owners
Understand people management and workplace practices.



WHAT YOU WILL BE ABLE TO ACHIEVE

BUILD STRONGER IPSAS KNOWLEDGE

- Understand the principles and functions of HRM.
- Explore recruitment, selection and workforce planning.
- Identify employee training and development needs.
- Understand performance appraisal and KPI processes.
- Gain knowledge of compensation, benefits and payroll systems.
- Understand employee relations and UAE Labour Law compliance.



HR Foundations & Talent Acquisition

MODULE 01

Introduction to Human Resource Management

- Principles and evolution of HRM
- Strategic role of HR in organisations
- Key HR functions
- HR vs. Personnel Management
- Legal and ethical considerations in HR

MODULE 02

Recruitment, Selection & Talent Planning

- Workforce planning and job analysis
- Recruitment strategies and channels
- Interviewing techniques and assessments
- Onboarding and induction processes
- Employer branding and talent pipeline





Employee Development & Performance

MODULE 03

Training & Development

- Identifying training needs (TNA)
- Learning and development strategies
- Training methods: on-the-job, e-learning and workshops
- Evaluating training effectiveness (Kirkpatrick model)
- Career development and succession planning

MODULE 04

Performance Management

- Goal setting and KPIs
- Appraisal systems and feedback methods
- Coaching and mentoring in performance improvement
- Addressing underperformance
- Linking performance to rewards

Rewards, Employee Relations & Compliance

MODULE 05

Compensation & Benefits

- Job evaluation and salary structure design
- Direct and indirect compensation
- Incentive programmes
- Payroll systems
- Legal frameworks (UAE Labour Law reference)

MODULE 06

Employee Relations & UAE Labour Law

- Grievance and disciplinary procedures
- Conflict resolution and workplace mediation
- Employee engagement and motivation
- Health, safety and well-being
- Overview of UAE Labour Law and compliance



READY TO BUILD YOUR HR CAREER?

ENROL NOW



+971 52 112 0073
+971 4 570 9603

info@fitiedu.com

Oaks Liwa Heights Cluster-W
Office #3505 Jumeirah Lake Towers-JLT