

HR FOR NON-HR PROFESSIONALS

“Understanding Core Human Resource Principles to Manage People More Effectively”

Schedule

Date	Venue	Fees
04 – 05 Feb 2026	Kuwait	USD 1995 per delegate

► **Available delivery methods:** Face-to-Face & Online Training

Introduction

People are the most critical asset in any organization—and every manager, supervisor, or team leader plays a role in shaping employee performance, engagement, and development. Yet many professionals outside the HR department often lack formal training in people management practices.

This practical 2-day course is designed to equip non-HR professionals with essential HR knowledge and tools. Participants will gain insights into recruitment, performance management, employment law, employee relations, and motivation techniques—enabling them to manage teams with confidence and fairness while supporting broader organizational goals.

Objectives

- By the end of this course, participants will be able to:
- Understand the core functions and responsibilities of HR
 - Apply HR principles in recruiting, onboarding, and retaining employees
 - Address performance issues and manage team development effectively
 - Navigate key aspects of labor law and workplace compliance
 - Strengthen collaboration with HR to support business success

Why Attend

- Gain essential people management skills for your current role
- Reduce workplace issues by applying fair and compliant practices
- Support employee growth, engagement, and retention
- Build confidence in handling sensitive conversations and HR matters
- Align departmental goals with HR and business strategy

Target Audience

This program is designed for:

- Department heads, supervisors, and line managers
- Team leaders and coordinators
- Technical professionals with people management responsibilities
- Project managers and business unit heads
- Any non-HR staff interacting with recruitment, performance, or employee concerns

Individual Benefits

Key competencies that will be developed include:

- Understanding of HR fundamentals and policies
- Confidence in handling HR-related conversations and issues
- Improved ability to manage, coach, and evaluate employees
- Knowledge of labor laws and ethical workplace practices
- Communication and conflict resolution skills

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Better alignment between departments and HR functions
- Reduction in people-related risks and compliance breaches
- More effective team management and performance follow-up
- Increased employee morale and reduced turnover
- Greater consistency in applying HR policies across units

Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- Strategy Briefings – HR concepts, policy frameworks, and management roles
- Case Studies – Workplace situations involving performance, conduct, and legal risks
- Workshops – Interviewing, coaching, and performance discussion exercises
- Peer Exchange – Sharing real-life people challenges and solutions
- Tools – Sample templates for job descriptions, appraisals, and feedback

Course Outline

DETAILED 2-DAY COURSE OUTLINE

Training Hours: 7:30 AM – 3:30 PM **Daily Format:** 3–4 Learning Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

Day 1: Understanding HR and People Management

- Module 1: Overview of the HR Function (07:30 – 09:30) • Key HR responsibilities and how they support business goals • Role of line managers in implementing HR policies • HR trends and future of work
- Module 2: Recruitment and Onboarding Essentials (09:45 – 11:15) • Writing job descriptions and screening resumes • Conducting effective interviews and avoiding bias • Onboarding plans that set new hires up for success
- Module 3: Basics of Employment Law and Compliance (11:30 – 01:00) • Employment contracts, probation, and terminations • Legal risks in discipline, dismissal, and discrimination • Documentation and communication best practices
- Module 4: Workshop – Hiring and Onboarding Role-Play (02:00 – 03:30) • Participants simulate hiring decisions and onboarding planning

Day 2: Performance, Engagement, and Collaboration

- Module 1: Performance Management Fundamentals (07:30 – 09:30) • Setting goals and expectations • Giving feedback and conducting appraisals • Addressing poor performance fairly
- Module 2: Motivating and Developing Employees (09:45 – 11:15) • Understanding what drives engagement • Coaching, mentoring, and career conversations • Recognition and development tools
- Module 3: Managing Employee Relations and Conflict (11:30 – 01:00) • Handling grievances, complaints, and conflict constructively • Maintaining team morale and cohesion • Working effectively with HR in difficult situations
- Module 4: Workshop – Difficult Conversations and Feedback Practice (02:00 – 03:30) • Role-playing performance and conduct discussions

Certification

Participants will receive a Certificate of Completion in HR for Non-HR Professionals, validating their understanding of fundamental HR concepts and their ability to manage people-related matters effectively and lawfully in the workplace.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation’s unique goals.

In-House / Customized Training Interested in running this course for your team? Please contact us:	TEL: +601116373203	EMAIL: info@mawaevents.net
--	--	--

© Material published by MAWA Events shown here is copyrighted. All rights reserved. Any unauthorized copying, distribution, use, dissemination, downloading, storing (in any medium), transmission, reproduction or reliance in whole or any part of this course outline is prohibited and will constitute an infringement of copyright.