

HR BOOT CAMP FOR MANAGERS

“Mastering Essential HR Responsibilities Every Manager Must Know”

Schedule

Date	Venue	Fees (Online)
19 Feb 2026	Online (Live Virtual)	USD 450 per delegate
19 Mar 2026	Online (Live Virtual)	USD 450 per delegate

Introduction

Managers are the front line of HR. Their decisions and actions affect hiring, performance, morale, legal compliance, and workplace culture. Yet many managers lack formal HR training, leaving gaps in execution and exposure to costly mistakes.

This fast-paced, practical 1-day online boot camp delivers core HR knowledge tailored for non-HR managers. Participants will gain confidence in applying HR policies, managing teams, and navigating employee issues—ensuring consistency, fairness, and legal compliance in everyday management.

Objectives

By the end of this course, participants will be able to:

- Understand their HR responsibilities as people managers
- Apply best practices in recruitment, onboarding, and performance management
- Manage employee conduct, discipline, and workplace issues confidently
- Comply with labor laws and internal HR policies
- Partner effectively with HR to support business goals

Why Attend

- Reduce the risk of legal or reputational damage from poor HR handling
- Learn how to document, coach, and manage performance issues
- Gain clarity on what you can—and can't—say or do as a manager
- Build a positive, compliant, and high-performance team culture
- Improve communication and collaboration with HR

Target Audience

This program is designed for:

- Department heads, supervisors, and team leads
- Project and operations managers with staff responsibilities
- Line managers seeking to strengthen their HR knowledge
- Anyone newly promoted to a management role

Individual Benefits

Key competencies that will be developed include:

- HR policy interpretation and application
- Performance management and documentation skills
- Employee coaching and corrective action processes
- Legal and ethical management awareness
- Improved manager confidence and people skills

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Consistent, policy-aligned employee management practices
- Reduced workplace conflict and turnover
- Stronger collaboration between HR and line managers
- Greater compliance with labor laws and audit requirements
- More engaged and accountable frontline teams

Instructional Methodology

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

- Strategy Briefings - HR fundamentals for line managers
- Mini Case Studies - Common workplace dilemmas and how to handle them
- Interactive Scenarios - Real-time problem-solving in HR situations
- Peer Exchange - Experience sharing across departments
- Tools - Checklists, policy guides, and HR templates for managers

Course Outline

Delivery Format: Online (Live) | Platform: Zoom, WebEx or Microsoft Teams

Training Hours: 07:30 AM - 03:30 PM Schedule includes: **Coffee Breaks at 09:30 & 11:15** | 1-Hour Lunch at 01:00 PM

- **Module 1: HR Fundamentals for Line Managers (07:30 - 09:30)** • Overview of manager responsibilities under labor law • Distinction between HR's and managers' roles • Applying HR policies: consistency and fairness
- **Module 2: Managing People Effectively (09:45 - 11:15)** • Recruitment, onboarding, and setting expectations • Coaching for performance improvement • Conducting check-ins and handling complaints
- **Module 3: Disciplinary Actions and Legal Considerations (11:30 - 01:00)** • Managing misconduct, warnings, and due process • Documentation and legal safeguards for managers • Handling terminations and exit procedures
- **Module 4: Building a Positive Team Culture (02:00 - 03:30)** • Recognition, inclusion, and engagement strategies • Partnering with HR for development and planning • Q&A, self-assessment, and action planning

Certification

Participants will receive a Certificate of Completion in HR Boot Camp for Managers, confirming their readiness to manage people confidently and in alignment with HR standards and legal requirements.

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.
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Interested in running this course for your team?

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