MAWA EVENTS

Address: No. 857, Block A2. Leisure Commerce Square - No 9., 46150 Petaling Jaya, Selangor, Malaysia

Phone: +601116373203 | **Email:** info@mawaevents.net

HUMAN RESOURCES FOR NON-HR MANAGERS

"Equip yourself with essential HR knowledge and skills to manage your team effectively."

Schedule

Date	Venue	Fees (Face-to-Face)
22 – 23 Jul 2026	Muscat, Oman	USD 1995 per delegate

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

Introduction

Human Resources for Non-HR Managers is a 2-day course designed for managers and leaders who are not directly in HR but need a solid understanding of human resources concepts to lead their teams effectively. This course provides a practical approach to managing people, including recruitment, performance management, employee relations, and conflict resolution.

Participants will gain insights into HR best practices, learn how to navigate employee management challenges, and understand the importance of legal compliance in workforce management. By the end of the course, managers will be equipped with the knowledge to handle HR-related responsibilities more confidently.

Objectives

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

- Understand the role of HR in organizational success
- Learn how to recruit, onboard, and retain top talent
- Manage performance, including setting goals and giving feedback
- Resolve conflicts and manage employee relations effectively
- Understand the importance of compliance with labor laws and regulations
- Improve employee engagement and motivation

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Why Attend

- Practical Insights: Gain valuable HR knowledge tailored for non-HR managers
- Effective Team Management: Enhance your ability to lead and motivate your team
- Conflict Resolution: Learn how to manage and resolve workplace conflicts efficiently
- Legal Awareness: Understand key labor laws and regulations that impact your team
- Hands-on Approach: Engage in case studies and practical exercises to apply learning
- Career Advancement: Improve your leadership skills by integrating HR best practices

Target Audience

This program is designed for:

- Managers and supervisors from all departments who are responsible for leading teams but have limited exposure to HR
- Team leaders and executives who need a basic understanding of HR functions to manage people effectively
- Any professional looking to enhance their people management skills

Individual Benefits

Key competencies that will be developed include:

- Recruitment and talent acquisition techniques
- Performance management and goal-setting
- Conflict management and resolution skills
- Understanding employee motivation and engagement
- Knowledge of labor laws and compliance
- HR communication and interpersonal skills

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Improved management of employee performance and behavior
- Enhanced ability to motivate and engage team members
- Knowledge to navigate HR processes with confidence
- Increased compliance with legal and ethical standards
- Ability to resolve conflicts and improve workplace culture

Instructional Methodology

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

- Strategy Briefings – Overview of essential HR functions and how they apply to non-HR managers
- Case Studies – Real-world examples of HR challenges faced by managers
- Workshops – Practical exercises in managing people, performance, and conflict
- Peer Exchange – Group discussions and sharing of experiences in handling HR situations
- Tools – HR templates for performance appraisals, recruitment, and employee engagement

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Course Outline

DETAILED 2-DAY COURSE OUTLINE

Training Hours: 8:30 AM – 4:30 PM **Daily Format:** 3–4 Learning Modules | Coffee breaks: 10:00 & 11:30 | Lunch: 12:30 – 01:30

Day 1: Introduction to HR for Non-HR Managers

- Module 1: HR Fundamentals for Non-HR Managers (08:30 – 10:00)
- Overview of the HR function and its role in organizational success
- Key responsibilities of a manager in relation to HR
- How HR practices impact employee engagement and productivity
- Module 2: Recruitment and Onboarding (10:15 – 12:00)
- Best practices for recruiting and selecting talent
- Crafting job descriptions and interviewing techniques
- Onboarding processes to ensure smooth transitions for new employees
- Module 3: Workshop: Interviewing and Recruitment (12:30 – 02:30)
- Hands-on activities and role-playing for interviewing candidates
- Group discussions on challenges in hiring the right talent

Day 2: Employee Performance and Relations

- Module 4: Performance Management and Feedback (08:30 – 10:00)
- Setting clear performance goals and expectations
- Conducting performance reviews and providing constructive feedback
- Addressing performance issues effectively
- Module 5: Conflict Resolution and Employee Relations (10:15 – 12:00)
- Understanding the causes of workplace conflict
- Techniques for resolving disputes and maintaining positive employee relations
- Managing difficult conversations with employees
- Module 6: Legal Compliance and Best Practices (12:30 – 02:30)
- Key labor laws and regulations managers must know
- Compliance issues and how to avoid legal pitfalls
- Understanding employee rights and organizational responsibilities

Certification

Participants will receive a Certificate of Completion in Human Resources for Non-HR Managers, acknowledging their newfound HR knowledge and the practical skills required to manage people effectively.

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**

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