



Launching Future HR Professionals for Workplace Success

Human Resource Management for Beginners Program Brochure

- Learn the basics
- Build HR Skills
- Kickstart your HR Career



Audience

HR is a critical function in every organization, but many beginners struggle to understand where to start. This program provides the essential foundation for anyone looking to enter or transition into Human Resource Management.

Ideal for:

- Fresh Graduates aspiring to HR roles
- Administrative Staff looking to transition into HR
- NYSC Members & Early Career Professionals
- Entrepreneurs handling their own HR functions
- Anyone interested in building a career in Human Resource Management



Course Description

The HR for Beginners Program introduces participants to the fundamental principles of Human Resource Management. With a blend of practical examples and case studies, it equips learners with the confidence to handle entry-level HR tasks and prepares them for advanced HR certifications.



Course Outline

Introduction to Human Resource Management

HR Ethics, Professionalism, and Workplace Conduct

Recruitment and Selection Fundamentals

Onboarding and Employee Lifecycle Management

Performance Management and Feedback

Learning, Training, and Employee Development

Employee Relations and Workplace Communication

Compensation, Benefits, and Payroll Basics

HR Policies, Compliance, and Risk Awareness

Practical HR Skills and Career Readiness



Training Details

Duration: 3 Days

Training Fee: N150,000





Thank you



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