

1

Program name	Duration:	Trainee entry level
Diploma in Administrative Technology, specializing in Human Resources Management	Two and a half	High school

Program description;

The Human Resource Management Diploma Program is one of the leading programs designed to equip participants with the essential knowledge and skills in the field of human resources management. The program covers all aspects of effective workforce management in modern organizations, helping participants develop their ability to build and implement integrated HR strategies. It focuses on providing a comprehensive understanding of the skills required to manage people effectively—from recruitment and training to evaluation and performance management. The program also enhances participants' ability to strike a balance between organizational goals and employee needs.

Training in this program includes

- Introduction to Human Resource Management
- Job Analysis and Description
- Human Resource Planning
- Recruitment and Selection Management
- Training and Professional Development
- Performance Management
- Compensation and Benefits Systems
- Labor Laws and Regulations
- Employee Relations and Management
- Technology in Human Resource Management

The trainee will be given the following:

The trainee is awarded a Human Resources Management Diploma accredited by the Technical and Vocational Training Corporation.
An opportunity for field training for a period of no less than six months.
Strengthening the CV and professional development.
Possibility of pursuing graduate studies in Human Resources Management in accordance with the policy of the Institute and the University

The trainee is expected to work in the following fields

1. (HR Specialist)
2. (Recruitment Officer)
3. (Personnel Officer)
4. (Training & Development Officer)
5. (Employee Relations Officer)
6. (Payroll Assistant / Office)
7. Administrative/Executive Secretary in Human Resources Department
8. (HR Data Entry Clerk)

Detailed objectives of the program:

Personnel affairs, payroll systems, and compliance with labor laws and regulations, in line with the requirements of the local and international labor market

Academically:

Empowering trainees to gain a comprehensive understanding of human resources concepts and functions and apply them in accordance with contemporary best practices.

Functionally: Preparing graduates capable of performing human resources tasks effectively and contributing to raising the efficiency of institutions through professional personnel management