

Running the HR Function

Building a disciplined HR function in a small or mid-sized organisation: policies, records, the annual cycle and compliance.

Level	Practitioner
Duration	3 days · 18 training hours
Fee	699 AED
Group size	6 - 20 participants
Delivery	In-house · Public run · Live virtual
Runs each year	7 June and 27 September

All training programmes are accredited by the Sharjah Private Education Authority.

Programme objectives

- Build an HR bylaw aligned with UAE labour law
- Organise employee files and the statutory records
- Run leave, attendance and offboarding through documented procedures
- Operate the annual cycle: hiring, appraisal, training, promotion
- Judge when outsourcing beats hiring

Who it is for

New HR specialists and managers, administration officers, and owners of small and mid-sized organisations.

Prerequisites: None.

Programme outline

Day 1 — Framework and policies

- The role of HR and where it sits in the structure
- UAE employment relations law: what a practitioner must know
- Building the HR bylaw and its core clauses
- The policies that prevent most disputes

Day 2 — Day-to-day operations

- The employee file: what must be kept and what must not
- Leave, attendance and absence
- Onboarding, induction and offboarding
- Employee data protection and confidentiality

Day 3 — The annual cycle

- Workforce planning and budgeting
- The appraisal cycle and its link to training and promotion
- The HR indicators management actually cares about
- Outsourcing versus hiring: when and how

Competencies developed

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|---------------------|------------------------|
| • HR administration | • Compliance |
| • Record keeping | • Operational planning |

What participants take away

- A ready-to-adapt HR bylaw structure
- The statutory records list and a compliance checklist
- Templates: contract, notice, appraisal, offboarding
- An accredited certificate of attendance

How it is assessed

A practical deliverable: an annual HR operating plan with a compliance checklist.

About the company

Innovation Excellence Consulting & Training is a Sharjah-based firm working with government and private organisations across the UAE and the region. We deliver management consulting, excellence award readiness, customer experience, corporate innovation, ISO certification and research — alongside accredited, applied training programmes.

Programmes accredited by the Sharjah Private Education Authority · 3,500+ professionals trained · 40 government and private entities

Why train with us

- No less than 40% of every programme is exercises and case work, not lecturing.
- Programmes designed on the ADDIE model, with cases drawn from the participants' own workplace.
- Trainers with genuine field experience in the work they are teaching.
- Delivered in Arabic and English to the same standard — in-house, public or virtual.

Register for this programme



To register, or to run this programme at your premises, get in touch — or register directly from the programme page on our site.

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Fees are per participant in UAE dirhams and exclude VAT. Confirm the year of each run on our website.