

HR PROFESSIONAL



GENTEX[®]

TRAINING CENTER



Introduction

Every organization depends on skilled HR practitioners who understand the full scope of the employee lifecycle. This HR Professional Training Course gives participants a comprehensive foundation across recruitment, employee relations, performance management, and HR compliance. Attendees learn how to apply core HR frameworks and practical tools that support consistent, fair, and effective people management. Furthermore, the course covers workforce planning, compensation basics, and HR policy development, giving participants a well-rounded skill set. As a result, graduates gain the confidence to handle daily HR responsibilities while contributing to broader organizational goals. The course combines conceptual grounding with applied exercises, preparing participants to perform effectively across all core HR functions.

HR Professional Course Objectives

- Apply core principles of human resource management
- Conduct effective recruitment and selection processes
- Use structured interviews and competency-based assessments
- Design onboarding programs that improve retention
- Apply performance management frameworks such as SMART goals
- Manage employee relations and workplace conflict resolution
- Understand compensation and benefits fundamentals
- Develop HR policies aligned with labor law requirements
- Support workforce planning and succession planning efforts
- Use HR metrics to inform decision-making

Course Methodology

- Interactive workshops covering core HR functions

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- Case studies drawn from real HR scenarios
- Role-play exercises for interviews and employee relations
- Group discussions on policy development challenges
- Templates for onboarding, performance reviews, and HR forms
- Practical exercises applying HR metrics and frameworks

Who Should Take This Course

- New and aspiring HR practitioners
- HR Officers and HR Coordinators
- Administrative staff transitioning into HR roles
- Line managers handling HR responsibilities
- Professionals seeking a strong HR foundation

HR Professional Course Outlines

Day 1: Foundations of Human Resource Management

- Overview of HR functions and responsibilities
- Understanding the employee lifecycle
- Aligning HR practices with organizational strategy
- Introduction to labor law and compliance basics
- Building HR policies and procedures
- Establishing HR record-keeping standards
- Reviewing common HR challenges and solutions

Day 2: Recruitment and Selection



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- Writing effective job descriptions and specifications
- Sourcing candidates through multiple channels
- Applying structured interview techniques
- Using competency-based assessment methods
- Conducting reference and background checks
- Making objective, bias-free hiring decisions
- Designing onboarding programs for new hires

Day 3: Performance and Talent Management

- Setting SMART goals for employee performance
- Conducting effective performance appraisals
- Providing constructive feedback and coaching
- Identifying high-potential employees
- Supporting career development planning
- Managing underperformance through improvement plans
- Linking performance outcomes to development plans

Day 4: Employee Relations and Compensation

- Managing workplace conflict and grievances
- Applying disciplinary procedures fairly and consistently
- Understanding compensation and benefits structures
- Conducting basic job evaluation and pay benchmarking
- Supporting employee engagement initiatives
- Handling difficult conversations with employees
- Promoting a positive workplace culture





Day 5: Workforce Planning and HR Strategy

- Introduction to workforce and succession planning
- Using HR metrics and reporting for decision-making
- Supporting organizational change from an HR perspective
- Building HR's role as a strategic business partner
- Reviewing HR technology and digital tools
- Creating a personal HR development action plan
- Course review and closing discussion

Conclusion

By successfully completing HR Professional, participants will have acquired practical skills across recruitment, performance management, employee relations, and workforce planning. In addition, they will understand how to apply HR policies and metrics to support sound decision-making. This knowledge equips participants to manage core HR responsibilities with confidence and contribute meaningfully to their organizations. Gentex Training Center delivers this course to help HR practitioners build a strong, well-rounded professional foundation.

FAQs

Q1 What is the "HR Professional" course about?

This course covers the core functions of human resource management, including recruitment, performance management, employee relations, and compensation. It gives participants practical tools to handle everyday HR responsibilities effectively.



Q2 What are the key benefits of the "HR Professional" course?

Participants gain a well-rounded understanding of HR functions, improved confidence in handling employee issues, and stronger skills in recruitment and performance management. As a result, they become more effective and reliable HR practitioners.

Q3 What skills will I gain from the "HR Professional" course?

Attendees develop skills in recruitment and selection, performance management, employee relations, and workforce planning applicable across HR roles and industries.

Q4 What tools, methods, or standards are covered in the "HR Professional" course?

The course covers structured interview techniques, competency-based assessments, SMART goal frameworks, job evaluation methods, and HR policy development standards.

Q5 How is the "HR Professional" course applied in real-world practice?

Graduates apply these skills by conducting fair recruitment processes, managing performance appraisals, resolving employee relations issues, and supporting workforce planning within their organizations.