HR Foundations: 3-Level Training Program

Building Tomorrow's HR Professionals Today

Program Overview

Target Audience:

- University students studying business/management
- Fresh graduates (0-1 year experience)
- Career changers entering HR
- Entry-level HR staff seeking structured foundation
- Iraqi professionals seeking practical HR skills

Program Philosophy:

- Simple.
- Practical.
- Immediately Applicable.

Duration: 6 weeks total (2 weeks per level)

Delivery: 100% online, bite-sized modules

Language: Arabic and English

Program Structure

- Level 1: HR Essentials (Week 1-2)
    - Building Your HR Foundation
- Level 2: Psychology in HR (Week 3-4)
    - Understanding People at Work
- Level 3: AI in HR (Week 5-6)
    - Smart HR for the Future

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Level 1: HR Essentials

Week 1-2: Building Your HR Foundation

Learning Objectives:

By the end of Level 1, participants will:

- Understand what HR really does in organizations
- Know the basic HR processes every company needs
- Be able to create simple HR documents and policies
- Understand employee lifecycle from hire to retire

Daily Modules (10 modules, 20-30 minutes each):

Day 1: What is HR Really?

- Module 1: HR vs Administration - The Real Difference
- Module 2: HR's Role in Business Success (Iraqi Context)

Day 2: The Employee Journey

- Module 3: Recruitment Basics - Finding the Right People
- Module 4: Onboarding - First Day to First Month

Day 3: Essential HR Processes

- Module 5: Performance Management Made Simple
- Module 6: Training and Development Basics

Day 4: HR Documentation

- Module 7: Job Descriptions That Work
- Module 8: Employee Handbook Essentials

Day 5: Practical Applications

- Module 9: Handling Employee Questions and Issues
- Module 10: HR Metrics That Matter

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Practical Exercises:

- Create a simple job description
- Design a basic onboarding checklist
- Write employee policy in simple Arabic/English
- Calculate basic HR metrics (turnover rate, time to hire)

Assessment:

- Mini-Project: Design a 5-day onboarding plan for a small Iraqi company
- Knowledge Check: 20 multiple-choice questions
- Practical Task: Write 3 interview questions for an entry-level position

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Level 2: Psychology in HR

Week 3-4: Understanding People at Work

Learning Objectives:

By the end of Level 2, participants will:

- Understand basic workplace psychology principles
- Know how to motivate different types of employees
- Be able to handle basic workplace conflicts
- Understand cultural psychology in Iraqi workplace context

Daily Modules (10 modules, 20-30 minutes each):

Day 1: People Psychology Basics

- Module 11: Why People Behave Differently at Work
- Module 12: Motivation - What Really Drives Performance

Day 2: Communication Psychology

- Module 13: How to Communicate with Different Personality Types
- Module 14: Active Listening in HR Situations

Day 3: Workplace Behavior

- Module 15: Dealing with Difficult Employees (Psychology Approach)
- Module 16: Building Team Harmony Using Psychology

Day 4: Cultural Psychology

- Module 17: Iraqi Workplace Culture and Psychology
- Module 18: Generational Differences in the Workplace

Day 5: Applied Psychology in HR

- Module 19: Psychological Safety in Teams
- Module 20: Stress Management and Employee Wellbeing

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Practical Exercises:

- Role-play difficult employee conversations
- Create employee motivation strategies for different personality types
- Design a simple employee satisfaction survey
- Develop conflict resolution steps using psychology principles

Assessment:

- Case Study Analysis: Solve 3 workplace psychology scenarios
- Practical Application: Create a psychological profile template for team building
- Reflection Paper: 500 words on "Understanding My Own Work Psychology"

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Level 3: AI in HR

Week 5-6: Smart HR for the Future

Learning Objectives:

By the end of Level 3, participants will:

- Understand how AI can help HR professionals
- Know which AI tools are available for HR tasks
- Be able to use basic AI tools for recruitment and HR processes
- Understand the future of AI in HR (Iraqi market context)

Daily Modules (10 modules, 20-30 minutes each):

Day 1: AI Basics for HR

- Module 21: What is AI and Why HR Professionals Need It
- Module 22: AI vs Human - What AI Can and Cannot Do in HR

Day 2: AI in Recruitment

- Module 23: AI Tools for Finding Candidates
- Module 24: Using AI to Screen Resumes and Applications

Day 3: AI in Employee Management

- Module 25: AI for Performance Tracking and Analysis
- Module 26: AI Chatbots for Employee Questions and Support

Day 4: Practical AI Tools

- Module 27: Hands-on with ChatGPT for HR Tasks
- Module 28: AI Tools for Scheduling, Surveys, and Data Analysis

Day 5: AI Strategy and Future

- Module 29: Building an AI-Friendly HR Department
- Module 30: Future of AI in HR - Iraqi Market Opportunities

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Practical Exercises:

- Use ChatGPT to write job descriptions
- Create interview questions using AI assistance
- Design an employee survey with AI-powered analysis
- Build a simple AI-assisted recruitment process

Assessment:

- Hands-on Project: Create a complete recruitment process using 3 different AI tools
- Innovation Challenge: Propose an AI solution for a common HR problem in Iraqi companies
- Future Planning: Develop a 6-month AI implementation plan for a small HR department

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Program Completion

Final Capstone Project:

"Design an HR Department for a Small Iraqi Company"

Participants will create:

1. HR Strategy using Level 1 foundations
2. Employee Psychology Plan using Level 2 insights
3. AI Implementation Roadmap using Level 3 tools

Requirements:

- Company has 20-50 employees
- Budget-conscious approach suitable for Iraqi market
- Must include all three pillars: HR + Psychology + AI
- Practical, immediately implementable solutions

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Program Certification

Certification Levels:

- Bronze: Complete all modules + basic assessments
- Silver: Complete all modules + capstone project
- Gold: Complete all requirements + peer mentoring/helping 2 other participants

TLTD HR Work Freelancing Opportunities by Certificate Level:

Bronze Certificate:
- TLTD HR Intern (3-6 month program)
- Administrative Assistant for HR projects
- Data Entry for recruitment databases

Silver Certificate:
- HR Assistant (part-time/project-based)
- Recruitment Coordinator for specific campaigns
- Client Support for TLTD HR services

Gold Certificate:
- Junior HR Consultant (full-time opportunity)
- Team Lead for Bronze/Silver certificate holders
- Training Assistant for future program cohorts
- Client Relationship Coordinator

Additional Benefits:
- All levels: Priority consideration for TLTD HR job openings
- Gold: Access to TLTD HR's client project opportunities
- Gold: Potential pathway to TLTD HR partnership/franchise opportunities

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Program Delivery Details

Weekly Structure:

- Monday-Wednesday: New content modules (2 per day)
- Thursday: Practice exercises and peer discussion
- Friday: Weekly assessment and reflection
- Weekend: Optional review and preparation

Daily Time Commitment:

- Weekdays: 30-45 minutes maximum
- Assessments: 1-2 hours per week
- Total Time Investment: 15-20 hours over 6 weeks

Support System:

- Telegram Group: Daily support and questions
- Weekly Live Q&A: 30-minute session with instructors
- Peer Buddy System: Paired learning for accountability
- Resource Library: Templates, tools, and guides in Arabic/English

Technical Requirements:

- Smartphone or computer with internet
- Telegram for group communication
- Basic English reading and writing ability
- No prior HR or AI experience needed

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Investment & Value

Program Fee Structure:

- Send an email to hr@tltd.online and request a quotation for your needs.

What's Included:

- All 30 training modules
- Practical templates and tools
- AI tool access and training
- Certificate upon completion
- Job placement assistance network
- Alumni community access

Payment Options:

- Full payment discount: Additional 10% off
- Split payment: 50% at start, 50% during Level 2
- Iraqi payment methods accepted

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Program Outcomes & Career Impact

Immediate Skills Gained:

- Create professional HR documents
- Handle basic employee situations with confidence
- Use AI tools to improve HR efficiency
- Understand workplace psychology principles

Career Opportunities:

- HR Assistant positions in Iraqi companies
- Recruitment Coordinator roles
- Employee Relations support positions
- HR Analytics entry-level roles
- Freelance HR Consultant for small businesses

Long-term Career Path:

This program provides the foundation for:

- HR Specialist roles (with additional experience)
- HR Business Partner development
- Specialized HR consulting
- Advanced HR technology roles

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Why This Program Works

Iraqi Market Focused:

- Designed for local business culture and practices
- Affordable pricing for Iraqi professionals
- Practical solutions for resource-limited environments
- Real Iraqi workplace scenarios and examples

Future-Ready Approach:

- Combines traditional HR with modern psychology and AI
- Prepares participants for evolving HR landscape
- Builds both human and technical skills
- Creates competitive advantage in job market

Proven Methodology:

- Based on industrial psychology expertise
- Incorporates practical business approach
- Short, focused modules for busy schedules
- Immediate practical application of all learning

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Getting Started

Registration Process:

1- Email for Quotation: Contact us [hr@tltd.online] for pricing and seat availability

2- Payment: Secure payment upon quotation acceptance

3- Access: Immediate program access after payment confirmation

4- Orientation: Welcome session and program walkthrough

Please note:

Limited seats available - Only 10 seats.

"Building the next generation of Iraqi HR professionals with global skills and local wisdom."