

HR for Non-HR

LEAD WITH PEOPLE,
MANAGE WITH PURPOSE.





Empowering Professionals to Think and Act Like HR.

HR for Non-HR is designed to help employees and managers outside the HR field understand essential human resources principles and practices. The program strengthens participants' confidence in managing people-related matters, ensures consistent policy application, and enhances collaboration with the HR department. Ultimately, it fosters shared responsibility for effective people management across the organization.



Who Should Attend

- Managers and supervisors from non-HR departments
- Team leaders responsible for people management
- Project coordinators and administrators
- Entrepreneurs and small business owners
- Professionals seeking to strengthen their understanding of HR practices

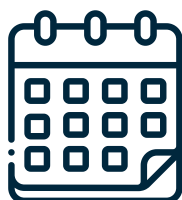
Learning Objectives

- Understand the key roles and functions of Human Resources within the organization.
- Apply fundamental HR practices in recruitment, performance management, and employee development.
- Interpret and adhere to basic labor laws, company policies, and compliance requirements.
- Manage employee relations effectively, including conflict resolution and performance feedback.
- Collaborate with the HR department to foster engagement, retention, and a positive work culture.

Learning Outcomes

- Participants can explain the main HR functions and their impact on organizational performance.
- Managers can conduct fair and structured interviews, appraisals, and feedback discussions.
- Employees can identify and apply key HR policies and legal requirements in daily operations.
- Leaders can handle basic employee relations issues confidently and document them appropriately.
- Teams demonstrate improved collaboration with HR, leading to more consistent and effective people management.

Program Information



DATES

November 20, 25, 27, 2025

December 2, 4, 8, 2025

Duration: 18 hours (6 sessions)

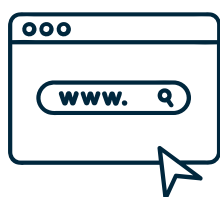


TIMING | MODALITY | LOCATION

Timing: 5:30 - 8:30 pm

Modality: In-person

Location: Campus des sciences humaines (CSH),
Room 414, USJ, Beirut.



REGISTRATION

Deadline: November 13, 2025

[Click Here to Register](#)



FEES

\$390

Meet Your Trainers



DR. BAHIGE CHAABAN

Dr. Bahige Chaaban is an HR and IT expert with over 20 years of experience, combining strong human resources leadership with information systems expertise. He holds a Doctorate in Business Administration from Grenoble Ecole de Management, with research on the impact of HR in ERP implementation. Currently serving as HR Director at ISSA Holding (Riyadh & Beirut), he has previously led HR operations at United Company for Central Market Lebanon and Fransabank. A trilingual professional, Dr. Chaaban also teaches at Saint Joseph University (USJ) and is a founding member of the USJ Alumni in Saudi Arabia.



RAYAN SAADE

Rayan Saade is a seasoned HR leader with extensive experience in talent management, organizational development, and employee engagement. He currently serves as Senior HR Business Partner at Saudi Diyar Consultants and previously held senior HR roles at Saint-Gobain across the Middle East. Rayan holds a Master's degree in Human Resources Management from Saint Joseph University (USJ) and teaches at USJ. He is also a founding member of the USJ Alumni Association in KSA.

Contact

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