

Associate Professional in Human Resources - International (aPHRi) Certification Preparation

aPHRi®

 **Dates:** June 1, 2, 3, 4, 5, 2026 | 5:30 PM - 8:30 PM

Total number of hours: 15 hours

Modality: In Person

Training fees: 950 USD

Deadline to register: May 25, 2026

Target Audience:

This course is intended for:

- Students and recent graduates seeking an introduction to Human Resources
- Entry-level HR professionals or individuals transitioning into HR roles
- Professionals preparing for the HRCI aPHRi certification examination
- No prior HR experience is required

Description

This course introduces the fundamental principles of Human Resources Management aligned with the HRCI Associate Professional in Human Resources – International (aPHRi) body of knowledge. Designed for individuals new to the HR field, the course covers essential HR domains and prepares learners for entry-level HR roles and the aPHRi certification examination.



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LEARNING OUTCOMES

Upon completion of this course, learners will be able to:

- Explain the primary functions of Human Resources within organizations
- Apply basic HR practices in recruitment, onboarding, and employee support
- Identify key elements of compensation, benefits, and performance management
- Interpret essential HR documentation and HR metrics
- Analyze entry-level workplace situations and recommend appropriate HR actions

TRAINING MODULES



Module 1

HR Operations

- Role of HR and HR functions
- HR policies, procedures, and documentation
- HR records and basic HR metrics
- HR service delivery and communication
- HR compliance fundamentals



Module 2

Recruitment & Selection

- Workforce planning concepts
- Job analysis and job descriptions
- Recruitment sources and methods
- Selection tools and interview basics
- Onboarding fundamentals



Module 3

Compensation & Benefits

- Overview of compensation concepts
- Pay structures and incentives
- Employee benefits overview



Module 4

HR Development & Retention

- Performance management fundamentals
- Training and development basics
- Employee retention concepts



Module 5

Employee Relations, Health & Safety

- Employee relations principles
- Workplace ethics and conduct
- Health, safety, and risk basics
- Integrated review and aPHRI exam focus

TRAINER



Dr. Elie Moussallem

Elie is a Human Resources, Learning & Development, and Organizational Development expert with over 20 years of experience across the private and public sectors in Lebanon, KSA, UAE, and Qatar. He has extensive hands-on experience in strategic HR planning, talent acquisition and retention, capacity building, performance management, and organizational design.

Throughout his career, he has led and implemented numerous HR transformation and organizational design projects, including restructuring, rightsizing, HR technology implementation, process automation, job redesign, competency frameworks, job evaluation, and HR due diligence for mergers and acquisitions. He has also contributed to the design and delivery of training and advisory programs across the Middle East, giving him strong insight into the region's cultural and organizational dynamics.

Elie holds a Doctorate in Business Administration, a Master's in International Affairs and Diplomacy, and a Bachelor's in International Business Management. He also holds several internationally recognized certifications, including SHRM-SCP, GPHR, SPHRi, CPTD, PMP, MBTI accreditation, Certified KPI Professional, FTIP, ESG Specialization, and is an academic member of CIPD.



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