

## Professional Human Resources Executive Certificate

### Certificate Factsheet

Number of Hours	147 Training Hours- 11 Module
Duration	8 months

#### Program:

Ser.	Module	Number of Hours	Price LE
1	HR Essentials	12	1200
2	Recruitment, Interviewing & Selection	12	1200
3	Job Analysis- Job Descriptions- Scaling -Compensation	12	1200
4	Manpower Organization & Succession Planning	12	1200
5	Performance Management & Measurement	12	1200
6	Organizing, Motivating & Management Control	12	1200
7	Train-the-Trainer	18	1800
8	Managing Training Needs	12	1200
9	HR Scorecard: Measuring Return on Investment	12	1200
10	Executive HR	12	1200
11	Labor and Employment Relation	21	2100

#### Admission & Registration steps:

1-Bring the following documents to admission department in Dokki or Heliopolis campus to fill your application:

- Copy of an ID
- 2 Personal Photos
- Updated Resume (C.V)
- HR Letter

#### Fees required, from the admission process till graduation, will be in order as follows:

1-Application Fees: 200 LE (Nonrefundable)

2- HR Tuition fees: 13,500 LE in total including studying materials or books paid.

- ESLSCA Students are privileged 40% Discount
- ESLSCA Corporate Clients are privileged 20% Discount
- ESLSCA Alumni are privileged 20%

#### Withdrawals, Cancellations, Refund Policy:

##### ESLSCA Executive Education- ESLSCA Business School

Dokki Address: 17<sup>th</sup> Alsad Al Aaly st, Fenni sq, Dokki – Giza – Egypt

Tel: +2 2 - 376 25 293/4

Heliopolis Address: 51, Abdel Moniem Hafez, Behind Oscar Market, Heliopolis, Cairo - Egypt

Tel: +2 2 - 22913017 – 22913018

Hotline 19298

E-mail: [info@eslsca.org](mailto:info@eslsca.org)

[www.eslsca.org](http://www.eslsca.org)

- Prior to first day of Training Program:  
100% cancellation of tuition and course-associated fees
- After first Lecture of Training Program:  
85% credit of tuition only
- After second lecture of Training Program:  
80% credit of tuition only
- After third Lecture of Training Program:  
60% credit of tuition only
- After fourth Lecture of Training Program:  
NO CANCELLATION OF TUITION OR FEES

**Note:** Any absence for more than 25% of the training Program will deprive the trainee from obtaining the certificate.

Date:

Admission Officer:

Trainee's Name:

Trainee's Signature:

ESLSCA

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