

Professional Human Resources Executive Certificate

Certificate Factsheet

Number of Hours	147 Training Hours- 11 Module
Duration	4 months

Program:

Modules	Training Hours	Fees LE	Modules
HR Essentials	12	1200	
Recruitment, Interviewing & Selection	12	1200	
Job Analysis- Job Descriptions- Scaling –Compensation	12	1200	
Manpower Organization & Succession Planning	12	1200	
Performance Management & Measurement	12	1200	
Organizing, Motivating & Management Control	12	1200	
Train-the-Trainer	18	1800	
Managing Training Needs	12	1200	
HR Scorecard: Measuring Return on Investment	12	1200	
Executive HR	12	1200	
Labor and Employment Relation	21	2100	

Admission & Registration steps:

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

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

ESLSCA Executive Education- ESLSCA Business School

Dokki Address: 17th 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

www.eslsca.org

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%

Installments	Amount	Date
First Installment		
Second Installment		

*in case of late Payment, 10% calculated out of the remaining fees will be applied

Withdrawals, Cancellations, Refund Policy:

- 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

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:

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