HCDMena®

Annual Training Plan for 2025

Month	Training Program	Hours	Price	Start Date	End Date	Time
January	HRM Human Resources Management	10	JOD 75	January 19, 2025	January 23, 2025	6:00pm-8:00pm
January	Payroll & Salary Analysis	10	JOD 75	January 26, 2025	January 30, 2025	6:00pm-8:00pm
January	Preparing and Training New Employees Workshop	2	__	January 25, 2025	__	2:00pm-4:00pm
February	Legal Management of Human Resources	10	JOD 75	February 16, 2025	February 20, 2025	6:00pm-8:00pm
February	Preparing Training Plans and Employee Development	10	JOD 75	February 23, 2025	February 27, 2025	6:00pm-8:00pm
February	Change Management and Organizational Transformation Workshop	2	__	February 22, 2025	__	2:00pm-4:00pm
April	Developing and Implementing Recruitment and Selection Strategies	10	JOD 75	April 6, 2025	April 10, 2025	6:00pm-8:00pm
April	Employee Relations Management	10	JOD 75	April 13, 2025	April 17, 2025	6:00pm-8:00pm
April	Microsoft Project	15	JOD 150	April 20, 2025	April 24, 2025	6:00pm-9:00pm

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May	Employee Performance Management and Evaluation Forms	10	JOD 75	May 4, 2025	May 8, 2025	6:00pm-8:00pm
	Compensation & Benefits Analysis	10	JOD 75	May 11, 2025	May 15, 2025	6:00pm-8:00pm
	Mini MBA	75	JOD 750	May 4, 2025	June 26, 2025	6:00pm-8:00pm
June	Employee Health, Safety, and Well-being	10	JOD 75	June 15, 2025	June 19, 2025	6:00pm-8:00pm
	Talent Management and Workforce Planning	10	JOD 75	June 22, 2025	June 26, 2025	6:00pm-8:00pm
	Effective Communication Skills Workshop	2	__	June 21, 2025	__	2:00pm-4:00pm
July	HRM Human Resources Management	10	JOD 75	July 13, 2025	July 17, 2025	6:00pm-8:00pm
	Payroll & Salary Analysis	10	JOD 75	July 20, 2025	July 24, 2025	6:00pm-8:00pm
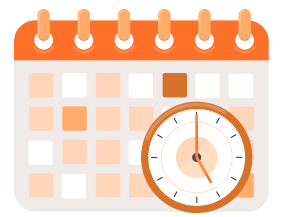
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Month	Training Program	Hours	Price	Start Date	End Date	Time
August	Legal Management of Human Resources	10	JOD 75	August 10, 2025	August 14, 2025	6:00pm-8:00pm
August	Preparing Training Plans and Employee Development	10	JOD 75	August 17, 2025	August 21, 2025	6:00pm-8:00pm
August	Microsoft Project	15	JOD 150	August 24, 2025	August 28, 2025	6:00pm-9:00pm
September	Developing and Implementing Recruitment and Selection Strategies	10	JOD 75	September 14, 2025	September 18, 2025	6:00pm-8:00pm
September	Employee Relations Management	10	JOD 75	September 21, 2025	September 25, 2025	6:00pm-8:00pm
September	Conflict Resolution in the Workplace Workshop	2	__	September 20, 2025	__	2:00pm-4:00pm
October	Compensation and Benefits Analysis	10	JOD 75	October 12, 2025	October 16, 2025	6:00pm-8:00pm
October	Employee Performance Management and Evaluation Forms	10	JOD 75	October 19, 2025	October 23, 2025	6:00pm-8:00pm

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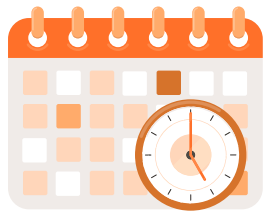
Month	Training Program	Hours	Price	Start Date	End Date	Time
November	Talent Management and Workforce Planning	10	JOD 75	November 2, 2025	November 6, 2025	6:00pm-8:00pm
November	Employee Health, Safety, and Well-being	10	JOD 75	November 9, 2025	November 13, 2025	6:00pm-8:00pm
December	Microsoft Project	15	JOD 150	November 9, 2025	November 13, 2025	6:00pm-9:00pm
December	How to Succeed in Job Interviews Workshop	2	__	December 20, 2025	__	2:00pm-4:00pm