

# Course Overview

The HR Management for NGOs & AI in HR course is designed to provide participants with both foundational and advanced knowledge in Human Resources practices tailored to NGOs. It also integrates Artificial Intelligence tools to improve decision-making, recruitment, staff development, and HR analytics.



## Duration:

36 training hours over  
6 weeks + 1 graduation project



## Format:

Online or in-person learning



## Accreditation:

Official certification from the  
German Jordanian University –  
Consultation & Training Center

# About SEH Academy

Success Edu Hub (SEH) Academy is a leading training and professional development institution based in Amman, Jordan.

With extensive expertise in NGO management, humanitarian training, and modern business practices, SEH has successfully delivered internationally recognized programs to professionals across the Middle East and beyond.

Our mission is to empower individuals and organizations with the skills, knowledge, and tools required to excel in today's evolving development and humanitarian sectors. This course combines traditional HR management practices with the latest AI-driven tools, providing participants with future-ready capabilities



## HR Management for NGOs & AI in HR – Professional Course

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# Weekly Breakdown



## Week 1:

### Fundamentals of HR Management in NGOs

- Understanding the role of HR in NGOs and humanitarian organizations.
- Core HR principles: recruitment, retention, development.
- Organizational structures and HR functions.
- HR challenges specific to NGOs.
- Introduction to international HR standards.

## Week 2:

### Recruitment, Selection & Staffing Strategies

- Job analysis and job descriptions for NGO roles.
- Recruitment strategies: internal vs. external sourcing.
- Interviewing and assessment techniques.
- Onboarding and staff integration in NGOs.
- Using AI tools for candidate sourcing and shortlisting.

## Week 3:

### Performance Management & Capacity

#### Development

- Designing performance appraisal systems.
- Competency frameworks for NGOs.
- Training and development strategies.
- Employee engagement and motivation.
- AI in performance evaluation and training personalization.

## Week 4:

### Compensation, Benefits & Staff Wellbeing

- Compensation systems in NGOs vs. private sector.
- Non-financial benefits and incentive systems.
- Staff wellbeing and mental health strategies.
- Retention planning in humanitarian contexts.
- AI tools for salary benchmarking and benefits analysis.

## Week 5:

### HR Policies, Compliance & Labor Law

- Developing HR policies and procedures.
- Compliance with labor laws and NGO regulations.
- HR audits and reporting.
- Diversity, equity, and inclusion in NGOs.
- AI in compliance monitoring and policy enforcement

## Week 6:

### AI Tools & HR Analytics in NGOs

- Introduction to AI applications in HR.
- Predictive analytics for recruitment and retention.
- Chatbots and automation in HR services.
- AI in workforce planning and talent management.
- Risks, ethics, and limitations of AI in HR.

## Week 7:

### Graduation Project

- Participants work on a real-life HR case study.
- Develop a full HR strategy integrating AI tools.
- Presentations and peer feedback.
- Trainer's review and recommendations.
- Preparation for certification from GJU CTC.

# The Importance of AI Tools in HR

Artificial Intelligence is reshaping the HR landscape worldwide. In NGOs, where resources are often limited, AI tools offer efficiency, accuracy, and scalability. From automated candidate screening and workforce analytics to personalized training recommendations and employee engagement tracking, AI empowers HR teams to make data-driven decisions that maximize organizational impact. Integrating AI into HR practices ensures NGOs remain competitive, transparent, and adaptive in a fast-changing environment.

## Learning Outcomes (Upon Completion)

By the end of this course, participants will be able to:

- 1 - Understand the role of HR in NGOs and humanitarian organizations.
- 2 - Apply recruitment, staffing, and retention strategies specific to NGOs.
- 3- Design effective performance management and staff development systems.
- 4 - Create HR policies and ensure compliance with labor laws and NGO regulations.
- 5 - Utilize AI tools for recruitment, analytics, and HR decision-making.
- 6 - Develop and present a comprehensive HR strategy project accredited by GJU.