



Payroll Management

Human Resources & Training

QGT-HRM-115 | Foundation | 5 or 10 days | Online, classroom, in-house

Course overview

Payroll Management is an introduction that builds a solid working knowledge in Payroll Management. It covers the principles, the requirements of SHRM and CIPD frameworks and GCC labour laws, and the practical methods used on site, with case studies from operations in the Gulf, Africa and worldwide. Available online, in the classroom in 60 cities, or in-house.

What participants will be able to do

- Explain the principles, terminology and scope of Payroll Management
- Apply the relevant requirements of SHRM and CIPD frameworks and GCC labour laws
- Use practical tools, checklists and calculations with confidence
- Recognise common problems, risks and root causes and choose the right corrective action
- Prepare an improvement plan for their own site or organisation

Who should attend

Designed for HR professionals, L&D specialists, trainers and line managers, new joiners and anyone who needs a solid grounding in the subject.

Course outline (5 days)

Day 1: Principles and terminology

Scope, key definitions and how Payroll Management fits into daily operations

Day 2: Codes, standards and requirements

What SHRM and CIPD frameworks and GCC labour laws require, and how to read them

Day 3: Methods, tools and calculations

Step-by-step methods, checklists and worked examples

Day 4: Operation, inspection and common problems

Typical failures, warning signs and what to do about them

Day 5: Case studies, workshop and assessment

Group exercise on real cases and a final knowledge check

What the 10-day edition adds

Day 6: Applied project, part 1 – Apply the week-one methods to a case from your organisation

Day 7: Data and digital tools – Software, spreadsheets and digital tools used in practice

Day 8: Lessons from incidents and audits – What investigations and audit findings teach

Day 9: Applied project, part 2 – Complete, test and refine your solution

Day 10: Presentations and final assessment – Present to the group and complete the final assessment

Fees (USD per participant)

Duration	Live online	Classroom	In-house
5 days	\$3,000	\$5,500	On quote
10 days	\$5,500	\$9,900	On quote

Fees include course material and certificate of completion; classroom fees include refreshments and lunch. In-house training is priced per group.

Dates and cities 2027–2030

Dates	City	Format	Duration	Fee
3–7 May 2027	Singapore	Classroom	5 days	\$5,500
12–23 Jul 2027	Tbilisi	Classroom	10 days	\$9,900
9–13 Aug 2027	Milan	Classroom	5 days	\$5,500
30 Aug – 10 Sep 2027	Johannesburg	Classroom	10 days	\$9,900
27 Sep – 1 Oct 2027	Online (live)	Online (live)	5 days	\$3,000
6–10 Mar 2028	Zurich	Classroom	5 days	\$5,500
20–31 Mar 2028	Istanbul	Classroom	10 days	\$9,900
11–15 Jun 2028	Doha	Classroom	5 days	\$5,500
24 Jul – 4 Aug 2028	Dubai	Classroom	10 days	\$9,900
9–13 Oct 2028	Online (live)	Online (live)	5 days	\$3,000
24–28 Jun 2029	Kuwait City	Classroom	5 days	\$5,500
15–26 Jul 2029	Al Khobar	Classroom	10 days	\$9,900
23–27 Jul 2029	Berlin	Classroom	5 days	\$5,500
21 Oct – 1 Nov 2029	Doha	Classroom	10 days	\$9,900
26–30 Nov 2029	Online (live)	Online (live)	5 days	\$3,000
11–15 Feb 2030	Brussels	Classroom	5 days	\$5,500
11–22 Mar 2030	Istanbul	Classroom	10 days	\$9,900
3–7 Jun 2030	Accra	Classroom	5 days	\$5,500
20–31 Oct 2030	Cairo	Classroom	10 days	\$9,900
28 Oct – 1 Nov 2030	Online (live)	Online (live)	5 days	\$3,000

How to register

Register online or scan the code

<https://qimmatrainig.com/courses/payroll-management/>

WhatsApp: +971 50 697 0908

Email: training@qimmatrainig.com

