



Payroll Management: Practical Workshop

Human Resources & Training

QGT-HRM-155 | Practical workshop | 5 or 10 days | Online, classroom, in-house

Course overview

Payroll Management: Practical Workshop is a hands-on workshop built around exercises and real site problems 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 who want practice rather than theory.

Course outline (5 days)

Day 1: Workshop briefing and baseline

Participants bring a real problem from their own site

Day 2: Guided practice 1

Hands-on exercises using templates, checklists and calculators

Day 3: Guided practice 2

Simulations and role-play based on Payroll Management scenarios

Day 4: Field cases from the Gulf and Africa

Analysing what went wrong and what worked

Day 5: Action plan and peer review

Each participant leaves with a reviewed improvement plan

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
10–14 Jan 2027	Manama	Classroom	5 days	\$5,500
1–12 Feb 2027	Istanbul	Classroom	10 days	\$9,900
22–26 Feb 2027	Sharjah	Classroom	5 days	\$5,500
24 May – 4 Jun 2027	Tbilisi	Classroom	10 days	\$9,900
4–8 Oct 2027	Online (live)	Online (live)	5 days	\$3,000
6–10 Mar 2028	Kigali	Classroom	5 days	\$5,500
24 Apr – 5 May 2028	Geneva	Classroom	10 days	\$9,900
3–7 Jul 2028	Stockholm	Classroom	5 days	\$5,500
23 Oct – 3 Nov 2028	Istanbul	Classroom	10 days	\$9,900
4–8 Dec 2028	Online (live)	Online (live)	5 days	\$3,000
19–23 Feb 2029	Budapest	Classroom	5 days	\$5,500
26 Mar – 6 Apr 2029	Paris	Classroom	10 days	\$9,900
9–13 Apr 2029	Cape Town	Classroom	5 days	\$5,500
30 Jul – 10 Aug 2029	Luanda	Classroom	10 days	\$9,900
3–7 Sep 2029	Online (live)	Online (live)	5 days	\$3,000
14–18 Jan 2030	Manchester	Classroom	5 days	\$5,500
10–21 Mar 2030	Sharm El Sheikh	Classroom	10 days	\$9,900
7–11 Apr 2030	Manama	Classroom	5 days	\$5,500
10–21 Jun 2030	Sharjah	Classroom	10 days	\$9,900
21–25 Oct 2030	Online (live)	Online (live)	5 days	\$3,000

How to register

Register online or scan the code

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

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