HR Skills for HR Administrators

Venue Information

Venue: London UK

Place:

Start Date: 2026-09-01

End Date: 2026-09-05

Course Details

Net Fee: £4750.00

Duration: 1 week

Category ID: HRMC

Course Code: HRMC-3

Syllabus

courses Syllabus

Introduction

Embark on a transformative journey to enhance your skills and knowledge, empowering you to make significant contributions to the HR function's success. Skilllinx presents a comprehensive courses designed to keep practitioners abreast of the latest HR strategies and methodologies, covering all facets of modern employment policies from an HR perspective.

Tailored to serve as an introductory primer for newly appointed HR Assistants or a valuable refresher for seasoned HR professionals, this courses delves into essential topics crucial for effective HR management.

Highlights:

- Understanding the pivotal role of policies in effective people management
- Fostering employee relations and commitment

Objectives

Upon completion, participants will be able to:

- Articulate the role and significance of the HR function within organizations
- Develop HR policies aligned with organizational strategic objectives
- Implement HR practices tailored to organizational needs
- Adapt relevant practices prevalent in the Western business world
- Cultivate a high-performance organizational culture

Content

Day One

HR in Context – Policies

- Analyzing the evolving landscape of HR
- Understanding HR's global context
- Exploring HR's role and interplay with other organizational functions
- Harnessing the power of policies for effective people management

Day Two

Employee Relations - Employee Involvement

- Nurturing positive employee relations
- Enhancing internal communications
- Implementing consultation and suggestion schemes
- Conducting employee attitude surveys
- Establishing employee assistance programs
- Recognizing unions and fostering collaborative relationships

Day Three

Recruitment & Selection

- Understanding external labor market dynamics and demographics
- Executing effective recruitment and selection processes
- Cultivating an employer of choice reputation
- Leveraging social media and online platforms for recruitment
- Managing redundancy and conducting retention strategies

Day Four

- Implementing talent management strategies

- Facilitating coaching and mentoring initiatives

- Managing international assignments and succession planning

Day Five

Performance Management & Reward

- Implementing performance management systems and conducting appraisals

- Developing competency frameworks for performance evaluation

- Establishing financial reward structures and salary scales

- Conducting job evaluations to ensure equitable compensation

- Designing bonus, incentive, and overtime schemes for motivating employees