

# HR Best Practices: Strategies and Tools for Optimal Performance Course

## Venue Information

---

**Venue:** London UK

**Place:**

**Start Date:** 2026-04-21

**End Date:** 2026-04-25

## Course Details

---

**Net Fee:** £4750.00

**Duration:** 1 Week

**Category ID:** HRMC

**Course Code:** HRMC-59

## Syllabus

---

### Course Syllabus

#### Introduction:

Human Resources (HR) is a vital function in any organization, responsible for managing the most valuable asset - people. HR professionals are accountable for developing and implementing policies and practices that support the organization's objectives while ensuring employees' well-being.

To be effective in this critical role, HR professionals must have a solid understanding of the HR processes, best practices, and metrics for measuring success. This five-day training course is designed to equip HR professionals with the knowledge and skills necessary to excel in their role.

Throughout this course, participants will learn how to prepare and analyze critical HR reports, engage and manage employees effectively, manage budgets and contracts, plan for future workforce needs,

By the end of this course, participants will have a comprehensive understanding of the key HR functions, and the tools and strategies needed to excel in their role. They will also gain the confidence and competence to apply these best practices to their organization's specific needs and challenges.

## **Outlines :**

### **Day 1:**

#### **Introduction to Monthly Corporate Report and Weekly Highlights**

- Understanding the importance of regular reporting
- The components of a corporate report and weekly highlights
- Analyzing and interpreting the data in the reports
- Using the data to make informed decisions

#### **Workforce/Manpower Planning**

- Understanding the workforce planning process
- Identifying HR needs based on business goals
- Creating a workforce plan to meet the needs of the organization
- Analyzing and monitoring the effectiveness of the workforce plan

### **Day 2:**

#### **Audit Issues and Internal Control**

- Understanding the importance of internal control in HR
- Identifying potential audit issues in HR processes
- Developing controls to mitigate risks
- Monitoring and evaluating internal controls

#### **Employee Engagement and Satisfaction Analysis**

- Understanding the importance of employee engagement and satisfaction
- Measuring and analyzing employee engagement and satisfaction data
- Developing strategies to improve engagement and satisfaction
- Evaluating the effectiveness of engagement and satisfaction initiatives

### **Day 3:**

#### **Contract Management and Invoice Verification**

- Understanding the contract management process
- Reviewing contracts and identifying potential issues
- Verifying invoices and managing discrepancies
- Developing and implementing best practices for contract management and invoice verification

#### **Budgeting and Accruals**

## **Day 4:**

### **Internal Control Monitoring and Follow-up**

- Monitoring and evaluating internal controls
- Identifying control deficiencies and areas for improvement
- Developing corrective action plans
- Following up on corrective action plans

### **Yearly Operating and Business Plan Activities**

- Understanding the yearly operating and business plan process
- Developing an operating plan for the HR department
- Aligning the HR operating plan with the business plan
- Monitoring and evaluating the effectiveness of the HR operating plan

## **Day 5:**

### **Assigning and Monitoring KPIs**

- Understanding the importance of KPIs in HR
- Identifying relevant KPIs for the HR department
- Assigning KPIs to HR staff
- Monitoring and evaluating KPIs to drive performance

### **Participation in Excellence Awards**

- Understanding the excellence award process
- Collecting and analyzing HR data for awards
- Preparing award submissions
- Evaluating the effectiveness of participation in excellence awards