Essential HR Practices for Managers, Team Leaders and Supervisors

Venue Information

Venue: London UK

Place:

Start Date: 2026-12-01

End Date: 2026-12-05

Course Details

Net Fee: £4750.00

Duration: 1 week

Category ID: HRMC

Course Code: HRMC-7

Syllabus

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Introduction

Embark on a comprehensive five-day journey where delegates will acquire the essential skills and knowledge to effectively implement HR practices. Whether HR Professionals or Line Managers, this intensive courses by Skilllinx ensures participants are equipped to maximize the potential of their workforce and optimize their working experience.

Over the past two decades, careers, jobs, and work experiences have undergone significant transformations. Human Resource Management practices have evolved in tandem, aimed at efficiently supporting managers and employees alike. This program delves into a range of key HR activities crucial for organizational success.

Highlights:

- Comprehensive feedback from tutors, peers, and self-assessment

Objectives

Upon completion, delegates will be able to:

- Demonstrate and understand HR's role in achieving organizational objectives
- Recognize the shared responsibility of managing people between Line Managers and HR
- Identify and develop critical skills in recruitment, talent management, training, performance management, and motivation
- Effectively address performance and behavioral issues to maximize employee contribution

Content

Day One

The Foundation: Effective Recruitment & Selection

- Understanding the role of recruitment and selection in achieving business objectives
- Creating job descriptions, person specifications, and competencies
- Utilizing selection techniques for improved predictive accuracy
- Conducting fair interviews and assessments
- Decision-making in recruitment and selection

Day Two

Talent Management & Succession Planning

- Exploring the concept of talent management
- Recruitment, selection, and onboarding of talent
- Fostering employee engagement
- Tools and techniques for talent development
- Succession planning strategies

Day Three

Training & Development

- Understanding the critical role of learning in organizational success
- Identifying learning needs and styles
- Designing training and development solutions
- Implementing coaching and mentoring programs
- Training for management and leadership development

- Overview of the performance management cycle
- Setting objectives and performance standards
- Conducting effective review conversations
- Providing constructive feedback
- Addressing poor performance and disciplinary processes

Day Five

Motivation, Reward & Incentives

- Understanding motivation challenges
- Exploring theories of workplace motivation
- Identifying valued rewards and incentives
- Cultivating employee commitment and engagement.