



English for Human Resources

This course for HR professionals focusses on English language and communication skills for a wide range of professional situations, including the recruitment process, discussing compensation and benefits, resolving conflict, giving performance assessments, discussing staffing needs and training plans, taking part in meetings, and using the phone. You will learn how to use appropriate language accurately and take part in practical activities to increase your confidence.

Details

Course Level

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| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
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Location

Holland Park Gardens

Age

Minimum 30

Group size

Maximum 6

Course length

1 week

Hours

30 hours per week

Timetable

09.00 – 16:40, Monday to Friday

Dates (2021)6th Mar, 22nd May, 31st Jul, 25th Sep, 13th Nov**Fees**

£1295

Includes

- ▶ Access to the self-study area
- ▶ Networking reception
- ▶ Three months access to London School Online platform
- ▶ All course materials
- ▶ Detailed end-of-course report
- ▶ Weekly guest speaker



Who is it for?

This course will suit you if you are an experienced human resources manager or human resources professional and you need to use English confidently and efficiently in your job. For example, you may work as part of an international company or in a company based in an English-speaking country and need to speak English with employees, colleagues and vendors on a regular basis.

Course Content

Key topics covered in the course include:

- ▶ Recruitment (including taking part in interviews and writing job advertisements)
- ▶ Appraisal techniques
- ▶ Employment law (including a visit to an industrial tribunal)
- ▶ Organisation and leadership
- ▶ Training, motivation and rewards
- ▶ Managing change
- ▶ Conflict in the workplace
- ▶ Dismissal procedures
- ▶ Effective speaking and communication skills for meetings and negotiations and one-to-ones
- ▶ Effective telephoning skills
- ▶ Giving presentations and speeches
- ▶ Written communication including email, reports and formal letters
- ▶ Salary negotiations
- ▶ Making proposals and offers
- ▶ Conducting and managing meetings
- ▶ Hosting visits, socialising, meeting and greeting

Benefits

By the end of the course, you can expect to have gained:

- ▶ Effective speaking and communication skills for meetings and negotiations
- ▶ Effective telephoning skills
- ▶ Speaking English more confidently
- ▶ Expanding Human Resources vocabulary and terminology
- ▶ Effective English writing skills
- ▶ Increased confidence using English at work