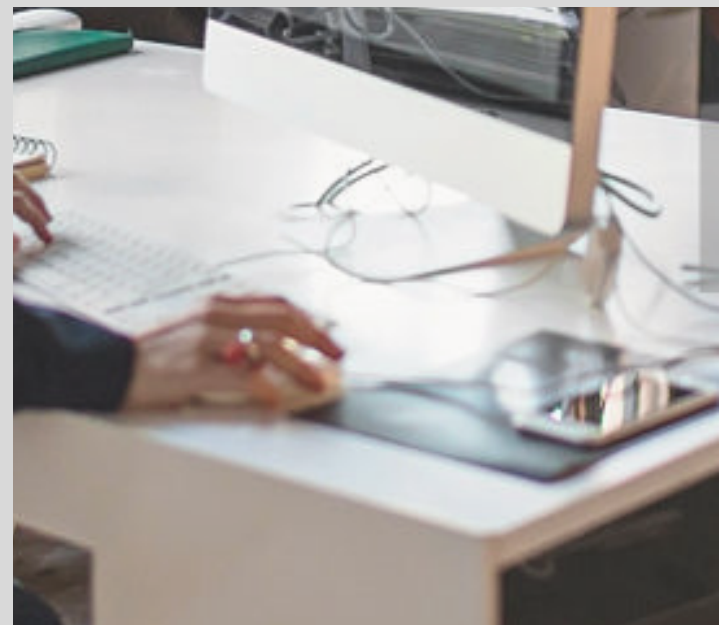




70 Grand-Rue, L-1660  
+352 691 80 55 81

## ENGLISH FOR HUMAN RESOURCES

The Language Partnership



The Language  
Partnership

*Delivering Excellence in Business English*

# ABOUT THE COURSE

Our courses develop both your English language and the real skills needed in your job. The courses are organised around SMART targets that allow you to clearly review your progress. At the end of the course you get a detailed progress review, certificate and action plan. Every course follows our 10 step quality plan aimed at giving you a fantastic learning experience.

## CONVENIENCE

We are very flexible about the number of sessions in the course and the venue. Lessons can take place either at our office - 70 Grand-Rue or at your office.

## SPECIAL OFFER

In the course package we offer a free oral and written level testing for every participant + 5 HR email templates and a monthly HR language pack with lots of interesting vocabulary, expressions and grammar.

## COURSE OBJECTIVES

- I can describe working culture.
- I can manage a recruitment process including posting a job advert, reviewing CVs and conducting job interviews.
- I can plan and deliver an induction/onboarding programme.
- I can develop new training initiatives.
- I can communicate difficult messages with tact and sensitivity (redundancies and disciplinaries)
- I can conduct performance reviews.
- I can negotiate with unions and staff delegations.
- I can manage operational processes including payroll, holidays, absence.
- I can evaluate and summarise data.
- I can deliver presentations professionally.
- I can write clearly worded HR policies and procedures.
- I can define strategic priorities for HR and describe trends across my sector.



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