



The Language  
Partnership

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# English for HR Professionals

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*Overview of course structure and objectives*

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Delivering Excellence in Business English*

# English for HR Professionals: Principles

<p><b>Flexible</b></p> <p>A weekly course or three day workshop. You select the modules relevant to you and the speed you want to learn.</p>	<p><b>English skills</b></p> <p>Develops your vocabulary, grammar, reading, writing, speaking , listening and pronunciation skills.</p>
<p><b>Case studies</b></p> <p>Based on case studies specifically designed for an HR professional giving you a realistic context to your learning.</p>	<p><b>Interactive</b></p> <p>A wide range of practical activities encouraging you to use your new vocabulary.</p>
<p><b>Wider themes</b></p> <p>Develops broader social and cultural themes; changing patterns of work, cultural etiquette, body language.</p>	<p><b>Professional skills</b></p> <p>Deepen other skills such as your e-mail writing, participation in meetings, presentation and negotiation skills.</p>

# Structure: Modules 1 to 2



## Module 1: Recruitment

**HR Professionals develop the English to manage an end to end recruitment process.**

Includes writing a job description, positioning a job advert, reviewing CVs and managing an interview process.

## Module 2: Inductions

**HR Professionals develop the English to manage an induction/onboarding process.**

Includes developing an induction plan aligned to business needs, communicating staff policy and critically reviewing organisation charts.

### Examples of the skills developed:

- Ask effective questions in an interview.
- Give constructive feedback to candidates.
- Market your company.
- Read and summarise complex information.
- Conduct a SWOT analysis of your organisation.
- Write company policy/staff handbooks.

# Structure: Modules 3 to 4



## Module 3: Operational HR

**HR Professionals develop the English to manage operational HR processes and systems.**

Includes dealing with payroll problems, managing a disciplinary process, responding to training/holiday requests and reviewing a training budget.

## Module 4: HR analysis

**HR Professionals develop the English to interpret, comply with and implement complex legal requirements.**

Includes critically assessing responsibilities in relation to equality, discrimination, sick pay, working hours, staff delegations, holiday entitlement, maternity/paternity rights.

## Examples of the skills developed:

- ✓ Analyse and compare statistics and trends.
- ✓ Produce and present an action plan to all staff.
- ✓ Speak professionally on the telephone to colleagues.
- ✓ Write professional e-mails to senior colleagues.
- ✓ Write a disciplinary letter and handover note.

# Structure: Modules 5 to 6



## **Module 5: Communicating a redundancy process** **HR Professionals develop the English to manage a redundancy process.**

Includes developing a redundancy process, negotiating with staff delegations, critically reflecting on what constitutes best practice in terms of severance payments, outplacement support.

## **Module 6: Performance Management** **HR Professionals develop the English to develop an effective performance management system.**

Includes designing a performance management process, conducting a performance management review against SMART objectives and reviewing the market place for training providers.

### **Examples of the skills developed:**

- Communicate difficult information to staff with professionalism and sensitivity.
- Manage a redundancy meeting
- Write a formal redundancy letter.
- Negotiation skills.
- Give constructive feedback.
- Active listening to employee needs.

# Structure: Module 7



## Strategic HR

**HR Professionals develop the English to present an annual review and define strategic objectives.**

This includes effectively summarising/benchmarking the performance of the HR function, reflecting on strategic priorities for the future and identifying how HR can add value as a function.

## Examples of the skills developed:

- Describe trends against key performance indicators (KPIs).
- Develop financial awareness.
- Organise and structure information into a coherent presentation with supporting visuals and graphs.
- Change management across an organisation.

# Case studies



- This course is centred on a set of highly realistic case studies designed around your specific context:

