

Professional Training in English

English for Human Resources



OBJECTIVES

In the face of globalisation, the human resource specialist needs to develop their skills not only for that profession, also the English language terminology related to their profession. This course designed especially for human resources professionals who need English for their job or would like to get a better understanding of English language and human resources.

A dynamic and Interactive allows you to learn and practice the vocabulary based for your profession and develop competencies and skills to enable you to do this job. Based on realistic conversations, phrases and vocabulary. Authentic HR documents, letters and listening to encourage discussion and reflection, and tips how to incorporates this learn into your organizations best practise. This training course based on HR competences delivered totally in English, will serve as a roadmap to achieve your career goals in the area of HR. The target group is HR professionals new to the job, as well as middle managers and executives.

This is the only Human Resource Management course in English in Valencia specifically designed for this profile of professional who use English in their daily working life and / or work with international teams.

LEARNING POINTS

1 Recruitment:

- Job descriptions
- Personal specifications
- Recruitment sources and advertising

2 Selection:

- Job advertisements
- Curriculum Vitae
- Behavioural Interview Techniques

3 Employee Relations:

- Employee contacts
- Disciplinary and Grievance procedures
- Health and safety at work
- Equal Opportunity and Diversity

5 Reward and Remuneration:

- Salaries and fringe benefits
- Talking about figures and numbers
- Negotiating

6 Industrial Relations:

- Trade Unions
- Labour Relations Negotiation

ENGLISH LEVEL

Minimum: B1 +

For the optimal development of this course, attendees should have a good level of spoken English as well as written abilities and must work or have experience in the field of HR.

Puede ser bonificada por Fundación Tripartita a través tu empresa.

METHODOLOGY

The program consists of technical training, advice, dynamic exercises with cases studies and their application in the real world. Participants work in small groups and in pairs so that through practice, understand and reinforce learning in order for it to be transferable to different situations in their everyday work.

There will be a maximum of 10 participants and practical methodology to facilitate the training. Whenever possible we seek to incorporate case scenarios of work environments to aid learning.

ADDED VALUE

Training sessions will be taught entirely in English by Denzle Mills, who and specializes in the area of training and development for non-native speakers and English language learning. See client list.

DATE: consult webpage

Time: Friday: 16:30-21: 30

Saturday: 09:00-14: 00

Total Hours: 30

COURSE FEE: 400€

VENUE: SIMPLE WORK Centro de Negocios
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