

English for Human Resource Management Workshop

Objectives

After attending this workshop you will be able to:

- Participate more effectively in recruitment interviews
- Handle staff appraisals clearly and confidently
- Deal with fragile issues tactfully and diplomatically
- Liaise efficiently with colleagues and counterparts

Contents

- Handling recruitment interviews
- Managing staff appraisals
- Handling fragile situations - tact and diplomacy
- Managing change
- Explaining tax and social security issues
- Writing key letters and reports
- Liaising between the HR team and line managers
- Developing awareness of cross-cultural differences in business relations

Methodology

- Direct method – Only English will be spoken
- Short input sessions
- Variety of interactive exercises
- Role plays and simulations

Target Group

HR professionals working or involved in the HR field, who wish to develop their practical language and management skills.

Prerequisite

Intermediate level of English (B1 on the CEF*)

Duration

3 days

Number of Participants

8

Comments

The workshop will focus principally on building confidence in the spoken language. Participants should be prepared to speak English throughout the seminar.

** CEF = Common European Framework of Reference for Language Learning and Teaching.
Check your level of English with IBC's English fitness Check.*