

The CPD Standards Office

CPD PROVIDER: 21228
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www.cpdstandards.com



HUMAN RESOURCE ASSISTANT COURSE

OBJECTIVE

- To develop a comprehensive set of Human Resource Assistant skills
- To prepare for successful careers as a Human Resource Assistant
- Increase confidence and efficiency in Human Resource Assistant Jobs
- Improve job options with an Accredited Qualification

COURSE FORMAT

This is a 2 day classroom format workshop, with a high level of interactive and practical exercises to create confidence when applying in the workplace. We have a team of experienced Human Resource Management and Administration trainers, who have extensive practical experience in their fields of expertise.

DATES AND DURATION

The course will be held in our centre from 10:30 to 16:30 in a two day workshop. Group bookings and bespoke courses are available also at client locations on request.

BENEFITS

CPD Accredited Certification upon successful completion of the course

Gain an Accredited Qualification to develop your career
Greater job options and understanding of how to develop careers in future

Delegates will develop knowledge how to perform highly as an Human Resource Assistant

Increased confidence and ability to work efficiently in Human Resources

COURSE CONTENT

Day 1 – Introduction to Human Resource Management

- The Principles of Human Resource Management
- The Recruitment and Selection of Employees
- Training and Professional Development of Employees
- Employee – Management Relations
- Motivation of Employees
- An Overview of Employment Law
- Managing Employees and coaching them
- Organisational Culture and fitting in with the culture
- Appraisals and Objectives
- Methods of Interviewing
- Team working and relations within an organisation

Day 2 – Practical skills for a Human Resource Assistant Diary Management

- Practical exercises to replicate processes in HR department
- Practicing methods of Interviewing
- Designing suitable Selection methods for applicants
- Exercise on Orientation and Assimilation of new employees
- Performance Management Scenarios
- The concepts of Succession Planning
- HR Competencies
- HR Record Keeping

WHO IS IT FOR

This course is ideal for people looking to get a career as a Human Resource Assistant

It is ideal for those working as an Human Resource Assistant, who are looking to gain formalised training and a qualification to increase their confidence and effectiveness in their roles