



## **HRBP Training courses**

Human resources BP role is rightly judged to be the lifeblood of many businesses, and is seen by many as being fundamental to any company's success.

This course will teach you to see people as assets of a company, it will show you how to improve their performance, and to use them to achieve competitive advantage. You will learn skills that can be practically implemented back in the workplace, and will discover not only how to win over employees, but also how to get everyone in a company to pull together in the same direction.

This programme will enhance your knowledge of the HR industry, which in turn will enable you to embrace new career opportunities. A qualification in this subject will show potential employers that you can add value to their organization, and demonstrate to them your commitment to this specialized business-critical field. On passing the course you will gain a respected accreditation that will open doors for you, and set you well on your way to becoming a professional HR practitioner.

### **HR training courses overview**

Program of study will cover a wide range of topics, and are focused on bringing students/Aspirants up to date with the latest thinking and research on key HR sectors. As an introduction to human resources, it will provide you with a detailed understanding of all aspects of the field. This will be done through coursework assignments, case studies, practical examples and workshop sessions.

At every stage of their studies students will receive the full support of expert trainers, as well as regular feedback from them. Apart from teaching you they will also be available to give you helpful career advice.

Through a high standard of training you will be fully prepared to respond to and anticipate the strategic and operational challenges a HR department faces. Students/Aspirants will be equipped with the skills and techniques needed to ensure staff perform to the peak of their abilities. Ultimately you will be able to deliver a level of HR performance that enhances your organization.

### **Training**

You will be given excellent training that covers all the course modules in detail, as well as useful online resources and course assignments.



**Typical subjects taught on a HRBP training course**

- Absence Management
- Coaching and Mentoring
- Conflict Management
- Data Protection at Work
- Disability Discrimination
- Disciplinary Action
- Dismissal
- Employment Contracts
- Employment Law
- Employee Relations
- Employee Retention
- Employment tribunal
- Handling Grievances
- HR Administration
- HR Best Practice
- HR Management
- HR Planning
- HR Policies
- HR Strategies
- Competency Mapping
- Succession Development
- HR Leadership
- Interviewing Techniques
- job Analysis & Job Specifications
- Managing Poor Performance
- Manpower Planning
- Mediation Skills
- Motivating Employees
- Organizations Development
- Performance Management
- Planning Interview Questions
- Talent Acquisition, Talent Development and Talent Management
- Recruitment Strategies
- Redundancy
- Reward Strategies
- Performance Management
- Compensation , Benefits, Total Rewards and Recognition Payroll
- Statutory and Contractual Leave
- Talent Management
- Termination of Employment
- Workplace Investigations
- Writing Job designs and descriptions



**You will learn how to**

- Train and retain good workers.
- Attract the best employees.
- Handle misconduct.
- Ensure that a recruitment campaign complies with all relevant legal obligations.
- Manage unexpected staff absences.
- Align HR practices with a organisations needs.
- Implement diversity and equality practices.
- Find the right people for the right job.
- Monitor probationary periods.
- Monitoring staff timekeeping.
- Check that a prospective candidate has the right to work in the country.
- Provide guidance, support and advice on all hr related issues.

**You will learn about**

- The HR profession.
- Employment legislation and how it can affect an organisation.
- How cultural diversity operates within a workplace environment.
- How to promote an inclusive working environment
- Identifying staff training needs.
- The employer's duty of care towards its staff.





The total cost of the course is 25K for 60 days (1 hours a day) or 12 weeks (2 hours a week)

- When do you have to pay the fee, up front or half now and half later?  
Half while joining the course and half in the next 15 days after joining
- When will you get your certificate.  
Wissen certificate, after the course training.
- How long has your company been running HR courses?  
There have been 3 batches already trained on the HR with placement opportunities.
- Where exactly will the course be held? (this question does not apply to online or distance learning courses).  
At our any branch locations or at the company premises.
- Will you have to take an examination to pass the course, if so how many exams will you have to sit.  
There will be timely assignments given during the training topics. At the end you will have a complete assessment. Post which the certification and placement opportunity would be shown.
- If you fail a test, then can you keep retaking it until you pass, if so is there an extra charge for every time you take a test?  
There is no specific pass/fail criteria. But based on the assessment, you will be guided to extend or shown opportunities.
- What is the average pass rate of students?  
Students/Aspirants are expected to score atleast 75%, to be adjudged as course completion.
- How many people will there be in a class?  
Typically about 8 members are focused groups, in case it is at the branch location. Else at the corporate, it may be until 15 members.
- What resources do you provide students?  
Training material, assessments, role plays, activities, Working tasks and all time assistance.
- How do I register for a course?  
Thru Wissen website, or enrolling at the branch location.





**Who is a HR training course suitable for?**

- Anyone wanting to move into a HR BP role or apply for related fields.
- Anyone currently working in a HR department.
- Inexperienced as well as experienced HR staff.
- People interested in becoming HR specialists

