

English for human resources
5 days, 9 – 5 pm (4 x 90 minute sessions daily)

Day 1

Attraction – defining the role (job description), the person (person specification) and advertising (job ads – hard copy, on-line and with recruitment agencies)

Spotlight on vocabulary for job descriptions and person specifications

Day 2

Selection – understanding CVs (curriculum vitae), on-line application forms, interview process, assessment centres

Spotlight on interview questions

Day 3

Recruitment - job offers, induction, references, the legal side of the process

Spotlight on writing (emails/letters arranging interviews, offer letters, rejections, short-listing)

Day 4

Engagement - contracts of employment/company handbook, holidays, sickness, disciplinary procedures, health and safety at work, salary and benefits

Spotlight on wording for contracts of employment

Day 5

Development - performance management (appraisal process, talent management), development practices (training, diversity, equal opportunities)

Spotlight on diplomatic language, giving information, establishing rapport

Who is it for?

Those who need to understand the recruitment and employment process in English. These might be human resources professionals, recruitment specialists or line managers involved in the recruitment and employment of staff.