

Курс English for HR Online

BASIC LEVEL

🕒 21 занятие 📅 2 занятия в неделю



подробнее о курсе

ИЗУЧАЕМЫЕ ТЕХНОЛОГИИ



miro



Kahoot



Quizlet



TalkEn.Cloud



Wordwall

ПРОГРАММА КУРСА

1. Module 1: Daily HR Communication (6 lessons)

1. Introduction to English for HR: Key Concepts & Skills

- Key Terminology
- Common Functions
- Basic HR Communication
- Task: Analyze an HR situation and propose solutions.

2. Conducting Interviews

- Phrases for introducing yourself and the company
- Common interview questions
- Evaluating candidate responses
- Task: Role-play an interview scenario

3. Writing Job Descriptions and Emails

- How to write clear and engaging job descriptions
- Crafting effective emails for candidates
- Response management and follow-ups
- Task: Write a job description and an email invitation for an interview

4. Onboarding Communication

- Welcome emails
- Explaining onboarding processes and company policies
- Setting expectations with new hires
- Task: Draft a welcome email for a new hire

5. Conflict Resolution and Feedback

- Giving constructive feedback

- Addressing workplace issues professionally
- Handling sensitive situations
- Task: Practice a feedback conversation with an employee

6. Team and Departmental Communication

- Facilitating internal HR meetings
 - Communicating with different departments
 - Setting up and managing group discussions
 - Task: Lead a mock team meeting
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2. Module 2: Recruitment and Talent Management (5 lessons)

7. Recruitment Strategy Discussions

- Talking about recruitment strategies with hiring managers
- Discussing candidate pipelines and sourcing methods
- Task: Role-play a conversation with a hiring manager about recruitment needs

8. Candidate Screening and Evaluation

- Phrases for evaluating resumes and conducting screenings
- Discussing interview outcomes with managers
- Task: Discuss candidate profiles in a team meeting

9. Negotiating Offers and Contracts

- Presenting job offers
- Salary negotiations and benefits discussion
- Task: Simulate an offer negotiation with a candidate

10. Retention Strategies

- Discussing employee retention strategies
- Engaging in conversations about company culture and employee satisfaction
- Task: Discuss retention strategies in a group meeting

11. Managing International Recruitment

- Talking about global recruitment challenges
 - Cross-cultural considerations in hiring
 - Task: Role-play an international recruitment strategy meeting
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3. Module 3: HR Administration and Employee Relations (5 lessons)

12. HR Policies and Procedures

- Explaining company policies to employees
- Discussing workplace rules and regulations
- Task: Write and present a summary of an HR policy

13. Employee Performance Management

- Conducting performance reviews
- Setting SMART goals and performance metrics
- Task: Role-play a performance review session

14. Handling Employee Complaints

- Discussing employee grievances professionally

- Phrasing for conflict resolution and mediation
 - Task: Practice a mediation session with an employee
15. Managing Leave Requests and Absences
- Communicating with employees regarding leaves of absence
 - Discussing paid time off (PTO) policies
 - Task: Draft an email response for a leave request
16. Workplace Diversity and Inclusion
- Talking about diversity and inclusion policies
 - Promoting an inclusive company culture
 - Task: Facilitate a discussion on workplace diversity
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4. Module 4: Meetings, Presentations, and Stakeholder Communication (5 lessons)

17. Conducting HR Workshops

- Facilitating workshops on topics like team-building, leadership, and employee engagement
- Managing group discussions and ensuring participation
- Task: Lead a mini-workshop on employee engagement

18. Employee Engagement Presentations

- Presenting ideas for improving employee engagement
- Creating effective and persuasive presentations
- Task: Present an employee engagement proposal

19. Stakeholder Communication

- Communicating with top management and external stakeholders
- Reporting HR metrics and progress
- Task: Prepare and present a report on HR activities

20. Negotiating Employee Benefits and Compensation

- Discussing employee benefits packages
- Salary benchmarking and compensation negotiation
- Task: Role-play a compensation discussion with a candidate

21. Organizational Change Communication

- Leading communication during organizational changes
 - Explaining restructuring, layoffs, or policy changes
 - Task: Prepare a communication plan for an organizational change
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✔ В конце курса выполняется дипломный проект.

БОНУСЫ КУРСА



Все студенты этого курса могут
посещать Speaking Club

