

## Курс English for HR Online

BASIC LEVEL

🕒 21 заняття 📅 2 заняття на тиждень



детальніше про курс

### ВИВЧАЄМО ТАКІ ТЕХНОЛОГІЇ



miro



Kahoot



Quizlet



TalkEn.Cloud



Wordwall

### ПРОГРАМА КУРСУ

#### 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 кінці курсу виконується дипломний проєкт.

#### БОНУСИ КУРСУ



Free English Speaking Club