



## Cambridge English for Human Resources

For professionals that need to use English in a human resources environment this is the perfect course for them. Cambridge English for Human Resources is for intermediate to upper-intermediate level learners who want to do practical tasks in order to develop the language and communication skills needed by human resources students and professionals.

In the Human Resources Student's Book there are 10 units that are based on case studies of multinational organizations. In addition, the course book covers key professional needs such as: conducting interviews, delivering coaching, counseling and mentoring and creating disciplinary and grievance procedures. As well, the book includes a glossary of useful vocabulary terms for the human resource workplace.

In today's working world, there are more and more people that need English in their everyday professional life. This course is not only useful for professionals that work in the Human Resources field but also for professional who wish to work overseas and need to know the basics of Human Resources in English in order to communicate effectively in their job and with their company personnel.

 **B1 - B2**

Intermediate to Upper Intermediate  
**60 hours course**

## Course Contents

### MODULE 1

#### Unit 1: HR Strategy

- Linking business and HR strategies
- Developing an HR strategy
- Writing up the HR strategy

#### Unit 2: Employee resourcing and Talent Management

- Researching a resourcing plan
- Producing a resourcing plan
- Solving resourcing problems

#### Unit 3: Recruitment and Selection

- Defining job requirements
- Identifying suitable candidates
- Conducting interviews
- Choosing the right candidate

#### Unit 4: Training and Development Strategy

- Writing a training and development strategy
- Designing learning interventions

- Producing a development programme
- Evaluating training and development

#### Unit 5: Coaching, Mentoring and Counseling

- Coaching in the workplace
- Conducting a mentoring session
- Delivering a counselling service

### MODULE 2

#### Unit 6: Competences

- Preparing a competence framework
- Identifying competences
- Writing performance standards
- Introducing a competence framework

#### Unit 7: Employee Development and Performance Review

- Planning for a development review

- Introducing a new review scheme
- Delivering an employee briefing
- Conducting a development review

#### Unit 8: Discipline and Grievance

- Investigating a complaint
- Writing a disciplinary procedure
- Conducting a disciplinary hearing
- Dealing with a grievance

#### Unit 9: Reward Management

- Evaluating a reward system
- Writing a reward strategy
- Introducing a new reward system

#### Unit 10: HR Branding and Consulting

- Creating an HR brand
- Communicating the brand message
- Negotiating service level agreements
- Developing a consultancy role

