

aractech

Global Learning for Operational Leaders



HUMAN RESOURCES AND TRAINING | HRT-018

HR Essentials for Effective Management

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Course content

Why Attend

Effectively managing, developing and retaining your talent is a critical challenge for every organisation. The HR Essentials for Effective Management training course provides delegates with the critical knowledge, skills and attributes required to thrive in all aspects of the employee lifecycle including Strategy, Recruitment, Talent Management, Performance Management, Career Management, Learning & Development and Rewards and Recognition.

The practice of Human Resource Management has evolved from operational to strategic in order to enable and support managers and employees effectively and efficiently.

Course Methodology

Course Objectives

- Demonstrate & understand the key activities of HR to support the achievement of the organisation's objectives
- Recognise that managing people is a shared activity with Line Managers and HR
- Identify and develop critical skills in crucial areas to ensure the right people in the right place at the right time
- Gain a better understanding of People and HR issues facing organisations today
- Illustrate & deal constructively with any performance/behavioural issues at an early stage and ensure maximum contribution from all employees

Target Audience

- This HR Essentials for Effective Management training course is designed for delegates to build key capabilities to optimise talent and productivity, that enable organisational success through the achievement of corporate goals.
- This HR Essentials for Effective Management training course is suitable to a wide range of professionals but will greatly benefit:
 - Human Resource Professionals as team leader, supervisory and middle management level wishing to advance their career
 - Managers at all levels who wish to consolidate, refresh and reinforce their knowledge and skills

Course outline

Detailed course outline

Day-by-day outline for HR Essentials for Effective Management.

Day 1 - Building an Effective Foundation

- The case for Effective People Management
- The role of effective Talent Identification and Selection in helping the business achieve its corporate goals
- Creating effective job descriptions, key selection criteria and competencies required to prepare for the process
- Assessment centres and selection techniques to achieve better predictive accuracy
- Evidence based Behavioural Based Interviews and other assessments
- Effective selection and screening methods

Day 2 - Talent Management

- Talent Management and productivity goals
- Recruiting & Selecting Exceptional Internal and External Talent
- Ensuring effective Orientation and Retention of Talent
- Role of Employee Engagement and Motivation
- Effective Development of Talent
- Succession Planning for sustainability and business continuity

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Day 3 - Learning & Development

- Key role of Learning and Development to the success of the organisation
- Effective Training and Development Solutions
- Alignment of Learning and Development with Career Management
- Building effective Business Curriculums
- Coaching and Mentoring for Managers
- Leadership Development for Sustained success

Day 4 - Performance Management

- The Performance Management Cycle
- Setting Objectives, KPIs and Performance Standards
- Holding Effective Review Conversations
- Giving and Receiving effective Feedback
- Causes of Poor Performance & Dealing with Poor Performance
- Performance Management and the Disciplinary Process



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Day 5 - Motivation and Recognition

- Understanding Motivation in the organisational context
- Meaningful objectives and alignment to work
- Effective Recognition techniques
- Effective Employee Engagement
- Workshop Learning reviews
- Action planning for Sustainability

Seminar dates

Available seminar dates

Live dates and pricing for HR Essentials for Effective Management generated from the course details page.

Date	Location	Format	Fee
15 - 19 June 2026	Frankfurt	Classroom	€2,275
20 - 24 July 2026	Barcelona	Classroom	€2,695
3 - 7 August 2026	Frankfurt	Classroom	€2,275
7 - 11 September 2026	Rome	Classroom	€2,975
12 - 16 October 2026	Kuala Lumpur	Classroom	€1,575
9 - 13 November 2026	Barcelona	Classroom	€2,695
14 - 18 December 2026	London	Classroom	€2,940

Live online option

Online delivery is available at €1,250.