



aractech

Global Learning for Operational Leaders

HUMAN RESOURCES AND TRAINING | HRT-046

Professional Skills for Human Resources Management

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Course content

Why Attend

Human Resources professionals need more than technical knowledge to succeed. Strong communication, leadership, problem-solving, relationship management, and decision-making skills are essential for supporting employees and driving organizational success. This course helps participants strengthen the professional skills required to perform effectively and build credibility as HR leaders.

Course Methodology

• This course uses an interactive and practical approach through presentations, case studies, group discussions, role plays, workplace scenarios, self-assessments, and practical exercises.

Course Objectives

- Strengthen professional HR communication skills
- Improve problem-solving and decision-making abilities
- Build confidence in handling employee matters
- Enhance relationship management across departments
- Develop leadership and influence skills
- Improve time management and organization skills

Target Audience

- HR Professionals
- HR Officers
- HR Managers
- Recruitment Staff

Course outline

Detailed course outline

Day-by-day outline for Professional Skills for Human Resources Management.

Day 1 - Professional Role of HR Management

- Modern role of HR professionals
- Building credibility and trust
- Ethical behavior in HR practice
- Professional image and conduct
- Understanding internal customer needs
- Key challenges facing HR teams

Day 2 - Communication and Relationship Skills

- Effective verbal communication
- Professional written communication
- Active listening techniques
- Building strong workplace relationships
- Influencing managers and employees
- Managing difficult conversations

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Day 3 - Problem Solving and Conflict Management

- Structured problem-solving methods
- Root cause analysis basics
- Handling employee complaints professionally
- Conflict resolution strategies
- Negotiation techniques for HR professionals
- Making fair and balanced decisions

Day 4 - Leadership and Personal Effectiveness

- Leadership styles for HR managers
- Taking initiative and ownership
- Time management and prioritization
- Managing pressure and deadlines
- Building resilience and confidence
- Coaching and supporting others

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Day 5 - Strategic Contribution of HR Professionals

- Thinking strategically in HR roles
- Supporting change initiatives
- Using data for better decisions
- Continuous improvement in HR services
- Personal development planning for HR careers
- Final workshop: Build your HR professional growth plan

Seminar dates

Available seminar dates

Live dates and pricing for Professional Skills for Human Resources Management generated from the course details page.

Date	Location	Format	Fee
15 - 19 June 2026	Kuala Lumpur	Classroom	€1,575
20 - 24 July 2026	Amsterdam	Classroom	€2,975
3 - 7 August 2026	London	Classroom	€2,940
7 - 11 September 2026	Munich	Classroom	€2,415
12 - 16 October 2026	Barcelona	Classroom	€2,695
9 - 13 November 2026	Paris	Classroom	€3,150
14 - 18 December 2026	Barcelona	Classroom	€2,975

Live online option

Online delivery is available at €1,250.