XCELERATE TRAINING INSTITUTE

your learning & development partner

HUMAN RESOURCES MANAGEMENT (HRM)

HR from Traditional to Business Partner Training Course

DURATION	LANGUAGE	FORMAT
5 days	English	Classroom / Online

Upcoming dates

Dates	Venue	Format	Fee
12 – 16 ????? 2027	Live online	Online (live)	€1?200
18 – 22 ?????? 2027	Live online	Online (live)	€1?200
15 – 19 ?????? 2027	Geneva	Classroom	€4?800

Register or ask a question

Online: x8ti.com/course/hr-from-traditional-to-business-partner-training-cou…

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HR from Traditional to Business Partner Training Course

Introduction

Introduction

The role of HR was limited to hiring and compensating employees of an organization. Like the business and environment, the role of an HR has also changed. Human Resource is one of the most integral parts of an organization.

Apart from hiring and compensating employees its job is also to make sure the organization is running smoothly. With the growing competition, it is important to be ahead of one another to achieve success and the desired position in the market.

This Xcelerate course will assist you to recognize that Human Resource has become an independent body that ensures the organization is in coordination with the changing business environment and needs. It is especially important to maintain alignment between performance management, organizational behavior, employment law, and several other specializations.

Learning Objectives

- Demonstrate a thorough understanding of a Human Resources function
- Understand the roles and responsibilities of Human Resources professional
- Identify the influence of Human Resources professional in organizational success
- Design and align HR strategy with the organizational goals and values
- Assess the impact of HR in the big picture
- Evaluate the effectiveness of the Human Resources function with the use of smart Key Performance Indicators(KPIs)
- Determine the approach of a competency framework enhancing the effectiveness of the HR function
- Identify the fundamental capabilities and skills required for an HR professional
- Understand all aspects of human resources
- Develop essential human resource skills and confidence to be more effective at work and add value to your role and organization
- Acquire a wide range of relevant, practical skills to elevate the growth of the organization and set a benchmark

Training Methodology

Xcelerate training institute has designed Certified Human Resources Professional (CHRP) Training for individuals in an HR function or aspiring to join the HR roles in any organization. This program has engaging sessions as participants from all cultures share their own office experiences and challenges.

Customized modules can be designed to meet organization-specific learning requirements. Group discussions, case studies, and role-plays will add value to the learning experience of the participants.

Benefits for Your Organization

- Learn and develop expertise around employee and Labor Relations
- Learn about human resources and ensure guidelines towards health, safety & security of employees
- Participants would have a thorough knowledge of all the HR functions for the organization to run smoothly
- The organization would have a concrete structure of managing the employees from ground level to top management
- Employees would have a fair and equal opportunity to grow and profess in the organization
- Setting a benchmark by establishing a defined process of interviewing, selecting, and hiring employees
- The organization would be able to attract and retain top talent in the market
- Developing a constructive and effective procedures of training and supporting employees to elevate their productivity
- Appropriate planning to place employees in the right role to develop a career and attain job satisfaction
- Motivating and supporting employees to give their best at work and appreciating them for their efforts
- Encouraging employees to focus by compensating them well and providing benefits

Benefits for You

- Display shrewdness by developing effective procedures and policies for the organization
- Participants would be able to efficiently address and resolve employee-related issues
- Learn to improve the skills, knowledge, and abilities to demonstrate world-class management skills
- Participants would have updated information related to the industry that keeps them ahead of the competition
- Identify the need to hire and generate promotion and employment opportunities for employees inside and outside the organization as well
- Support HR initiatives for the growth of employees and organization
- Effectively execute tasks assigned and manage the transaction and transition in the organization
- Establish self-brand in the organization and inspire employees with the dedication to work and grow with the organization
- Encourage the employees to return to work and contribute their best by designing rewarding initiatives
- Design and develop best and effective compensation and benefits plans to attract and retain employees

Target Audience

Non-HR Leaders and Managers, HR personnel aspiring to grow and lead in the HR Space, OD Consultants, Independent consultants in people development and management

Course Outline

Introduction to Certified Human Resources Professional

- What is a Certified Human Resources Professional?
- Benefits of Certified Human Resources Professional

- Importance of Certified Human Resources Professional

Basics of Certified Human Resources Professional

- Roles and responsibilities of an HR professional
- Strategic and administrative role
- Organizational goals and expectations
- Management versus employee expectations
- Key outcome and results
- HR professional on the global stage

Hiring and Recruiting

- Job analysis and evaluation
- Designing job description
- Recruiting candidates
- Assessments and selection process
- Interviewing techniques
- Designing and developing an interview process
- Succession planning and career development

Talent Acquisition Strategy

- Tracking and locating the best talent
- Enlisting and attracting candidates
- Interviewing and assessing the candidate
- Selection and reference check
- Hiring and on boarding

Employee Relations

- Role and responsibilities of employee relation
- Engaging employees
- Managing work life balance
- Equal and unbiased opportunities for employees
- Handling disciplinary issues and discrimination
- Ethical and compliance issues
- Exit interviews and termination (Fair or unfair)
- Handling grievances

Training and Development

- Assessing training needs
- New hire orientation
- Types of training (Team-based, Individual)
- Adult learning programs & training techniques
- Training approach and planning the activities
- Designing employee training and development plans

Health and Safety

- Data protection
- Employee health and safety
- Workplace hygiene and health issues
- Workplace security and accidents
- Privacy and confidentiality

Performance Management and Career Development

- Performance management and performance appraisal
- Aligning organizations goals and objectives with performance
- Performance ratings
- Communicating performance development
- Performance management plans/Performance improvement plans (PIP)
- Employee potential, mentoring and coaching
- Employee promotion and transfer

Employee Appraisal

- Designing and planning appraisal
- Appraisal systems and documentation
- Appraisal consultations and conversations
- Employee credentials and counseling

Employee Compensation Management

- Designing and amending compensation plans and policies
- Internal and external equity
- Employee motivation techniques
- Determining compensation theories
- Salary surveys
- Employee benefits and payroll
- Legal consideration

HR Policies and Procedures

- Designing policies and procedures
- Leaves and holidays
- Compensation and benefits
- Health and safety of employees
- Employee conduct and adherence
- Anti-harassment and discrimination
- Employee contract and clauses

FAQ’s, Role-plays, Case studies and Discussions

- Learn from HR leaders about HR best practices
- Gain a perspective on global HR policies and success factors

- Explore the technology platforms HR leaders leverage for success
- Design policies around various modules (Group activity)
- Presentations of best practices from the best organizations (Group activity-research based approach)
- Design and draft a blueprint of HR policies for your organization (Individual Project

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Registration Form

HR from Traditional to Business Partner Training Course

Preferred dates: ..... Venue or online: .....

Duration: 5 days Language: .....

Please complete and email this form to us, or register online. We confirm your place and send the invoice within one working day.

Delegate information

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Official email: ..... Personal email: .....

Company information

Company name: .....

Address: .....

City / country: ..... VAT / tax number: .....

Person responsible for training & development

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Email: .....

Payment

☐ Please invoice me ☐ Please invoice my company

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Email this form
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Register online
Open the course page