

# HR Essentials

**HR Essentials is an entry-level HR training course. You'll learn essential knowledge in areas such as recruiting new staff, employment contracts, salary processing and maternity rights.**

## course outline

### IS THIS FOR YOU?

This is an ideal beginner's level HR training course if you're looking to work as HR Assistant or with a broader role that includes HR functions within the HR Department. It would also suit those who've been given responsibility for staff management and development.

You may though wish to enrol for the Pitman Training HR Assistant Diploma to ensure you have top level IT and Office skills to accompany your HR expertise, so please discuss this with your Pitman Training Advisor.

### ABOUT THIS COURSE

HR is a vital function in any organisation as it's responsible for staff training and development, employee relations, industrial relations and organisational development to name just a few.

Working within the HR department is a fulfilling role and it's essential that those working in this area are knowledgeable, skilled and trained. You'll be dealing with delicate and confidential matters daily and everything has to be handled correctly, and lawfully.

This course is an excellent starting point for you to learn essential knowledge in areas such as recruiting new staff, employment contracts, salary processing, maternity rights and staff performance appraisals.

You'll work through the course using a fictitious case study company so you can really understand the ins and outs of HR in a business.

So if you're looking to working as a HR Assistant or add a HR specialism onto your current role, our HR Essentials course is a great place to start.

**Along with the Introduction, there are five lessons you'll work through.**

**Lesson One:** looks at the role of HR, the recruitment and selection process which includes looking at reasons for recruitment, job descriptions, recruitment methods, interview preparation and handling and more.

**Lesson Two:** a key HR lesson which looks at the different types of employment contract, how to prepare for a new employee. How to plan induction sessions, how to keep proper personnel files and data protection.

**Lesson Three:** this lessons looks at employee salaries, the National Minimum Wage, how pay is made up, employee benefits, Working Time Regulations, flexible working and the staff handbook.

**Lesson Four:** you'll look into maternity rights, maternity leave and returning to work, paternity and adoption rights, managing and reducing absence, sickness policy, disciplinary rules and procedures, terminating employment and associated tasks.

**Lesson Five:** here you'll look at managing employee performance, appraisals, identifying training needs, planning, implementing and evaluating training, health and safety responsibilities of an employer, careers in HR.

### AIMS AND OBJECTIVES

This course is an excellent starting point for you to learn essential knowledge in areas such as recruiting new staff, employment contracts, salary processing, maternity rights and staff performance appraisals.



# HR Essentials

## AIMS AND OBJECTIVES (cont'd)

You'll work through the course using a fictitious case study company so you can really understand the ins and outs of HR in a business.

So if you're looking to working as a HR Assistant or add a HR specialism onto your current role, our HR Essentials course is a great place to start.

## PREREQUISITES

There are no pre-requisites required before starting this course.

## CAREER PATH

This gives you a glimpse into the basics of working in HR. From here you could look to gain a role as a HR Administrator. From here you can work towards the HR Manager role.

## COURSE DURATION: 12 HOURS

*(Actual course duration will vary from individual to individual, based on prior skills and application)*



## CPD POINTS: 12

*(Awarded CPD points upon successful completion)*

**To find out more about this or any of our courses, speak to one of our course advisors**



Building careers  
for 180 years.

