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HUMAN RESOURCES AND TRAINING

# HR Essentials for Effective Management

Course code: HRT-018



## SPARK TRAINING

Professional training courses for leaders, specialists, and organizations seeking practical capability development.

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## — Workshop Overview

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. The entire spectrum of Human Resources Practice will be covered in this definitive HR Essentials for Effective Management training course. By understanding and applying key people management concepts, delegates will thrive and successfully lead the organisation to greater success, aligned with corporate goals.

### Why Attend

This course uses instructor-led sessions, guided discussion, and practical exercises built around Day one: Building an Effective Foundation, Day two: Talent Management, Day three: Learning & Development, and day four: performance management.

### Who Should Attend

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  
Ideal for delegates who are intending to move into Human Resource management after a period of

## — Learning 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

## — Course Outline

### DAY 1

#### Day one: 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

#### Day two: 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

### DAY 3

#### Day three: 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

#### Day four: 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 five: 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

## — Upcoming Classroom Dates

| DATE                  | LOCATION                | FEE    |
|-----------------------|-------------------------|--------|
| 12 - 16 October 2026  | Kuala Lumpur - Malaysia | €1,400 |
| 9 - 13 November 2026  | Barcelona - Spain       | €1,925 |
| 14 - 18 December 2026 | London - United Kingdom | €2,100 |
| 18 - 22 January 2027  | Frankfurt - Germany     | €1,625 |
| 15 - 19 February 2027 | Barcelona - Spain       | €1,925 |
| 15 - 19 March 2027    | Frankfurt - Germany     | €1,625 |
| 19 - 23 April 2027    | Rome - Italy            | €2,125 |
| 17 - 21 May 2027      | Kuala Lumpur - Malaysia | €1,400 |

## — Certificate and Registration

Participants who attend and complete the full programme receive a SPARK Training Certificate of Completion. For registration, in-house delivery, or availability questions, contact [info@sparktraining.eu](mailto:info@sparktraining.eu) or +31 85 115 0004.