



HUMAN RESOURCES AND TRAINING

The Effective HR Advisor

Course code: HRT-061

SPARK TRAINING

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

info@sparktraining.eu

+31 85 115 0004 | sparktraining.eu

— Workshop Overview

HR advisors play a vital role in supporting managers, guiding employees, ensuring compliance, and delivering practical people solutions that improve business performance. To be effective, HR advisors must combine strong technical HR knowledge with communication, relationship management, and problem-solving skills. This course provides participants with practical tools to strengthen advisory capability across recruitment, performance, employee relations, policies, and stakeholder management.

Why Attend

This course uses an interactive and practical approach through presentations, case studies, role plays, group discussions, practical exercises, HR scenarios, and real workplace examples.

Who Should Attend

HR Advisors
HR Officers
HR Generalists
HR Business Support Staff
HR Coordinators
Supervisors with HR responsibilities
Anyone developing a career in HR advisory roles

— Learning Objectives

- Understand the responsibilities of a high-performing HR advisor
- Build strong relationships with managers and employees
- Support recruitment, onboarding, and reward processes effectively
- Improve performance management and employee relations advice
- Conduct training needs analysis and policy reviews
- Manage internal and external stakeholders professionally
- Use HR data to add measurable business value
- Enhance confidence in day-to-day HR advisory practice

— Course Outline

DAY
1

Foundations of Effective HR Advisory

- Role and responsibilities of an HR advisor
- Communication and relationship-building skills
- Working effectively with line managers and stakeholders
- Aligning HR support with organisational objectives
- Ethics, confidentiality, and professional conduct
- Building credibility as a trusted advisor

DAY
2

Recruitment, Selection and Reward Support

- Planning recruitment campaigns and job advertisements
- Shortlisting and application screening methods
- Interviewing and candidate assessment techniques
- Offer management and employment contract processes
- Delivering effective induction and onboarding support
- Understanding pay structures and performance links
- Supporting payroll, pensions, benefits, and salary reviews

DAY
3

Managing Employee Performance and Attendance

- Best practices for performance review processes
- Partnering with managers to improve performance
- Managing attendance, sickness, and absence trends
- Advising on disciplinary and grievance matters
- Supporting career development through performance discussions
- Using HR data to improve organizational outcomes

DAY
4

Training Needs and Policy Management

- Conducting training needs analysis (TNA)
- Managing development requests and growth opportunities
- Succession planning and talent continuity basics
- Writing and reviewing formal policies and procedures
- Importance of staff handbooks and codes of conduct
- Supporting managers in consistent policy application

DAY

5

Managing Stakeholders and Continuous Improvement

- Supervising junior HR staff and team coordination
- Getting the best from HR teams
- Managing suppliers, agencies, and contractors
- Working professionally with trade unions
- Continuous improvement within HR services
- Reflection on lessons learned and best practices

— Upcoming Classroom Dates

DATE	LOCATION	FEE
5 - 9 October 2026	London - United Kingdom	€1,925
12 - 16 October 2026	Munich - Germany	€2,125
9 - 13 November 2026	Amsterdam - Netherlands	€2,100
16 - 20 November 2026	London - United Kingdom	€2,125
7 - 11 December 2026	Istanbul - Türkiye	€1,925
14 - 18 December 2026	Kuala Lumpur - Malaysia	€1,400
21 - 25 December 2026	Amsterdam - Netherlands	€2,100
4 - 8 January 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 or +31 85 115 0004.