informatech



HUMAN RESOURCES AND TRAINING | HRT-061

The Effective HR Advisor

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Course content

Why Attend

Why Attend 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.

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

Course 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

Target Audience

- HR Advisors
- HR Officers
- HR Generalists
- HR Business Support Staff
- HR Coordinators



Course content

Target Audience

• Supervisors with HR responsibilities

• Anyone developing a career in HR advisory roles

Target Competencies

• HR Advisory Skills

• Employee Relations

• Recruitment Support

• Performance Management

• Policy Application

• Stakeholder Management

• Communication Skills

• Problem Solving

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



Course content

Course outline

• 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



Course content

Course outline

- 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



Seminar dates

Available seminar dates

Live dates and pricing for The Effective HR Advisor generated from the course details page.

Date	Location	Format	Fee
16 - 20 November 2026	London - U.K	Classroom	**€3,400.-**
7 - 11 December 2026	Istanbul - Turkey	Classroom	**€3,080.-**
14 - 18 December 2026	Kuala lumpur - Malaysia	Classroom	**€1,800.-**
21 - 25 December 2026	Amsterdam - Netherlands	Classroom	**€3,360.-**
4 - 8 January 2027	Kuala lumpur - Malaysia	Classroom	**€1,800.-**
1 - 5 February 2027	London - U.K	Classroom	**€3,360.-**
1 - 5 March 2027	Amsterdam - Netherlands	Classroom	**€3,400.-**
5 - 9 April 2027	London - U.K	Classroom	**€3,360.-**
3 - 7 May 2027	Barcelona - Spain	Classroom	**€3,080.-**
7 - 11 June 2027	London - U.K	Classroom	**€3,360.-**
5 - 9 July 2027	Barcelona - Spain	Classroom	**€3,080.-**
2 - 6 August 2027	Istanbul - Turkey	Classroom	**€2,280.-**
6 - 10 September 2027	Frankfurt - Germany	Classroom	**€2,600.-**
4 - 8 October 2027	Geneva - Switzerland	Classroom	**€4,200.-**
1 - 5 November 2027	Munich - Germany	Classroom	**€3,400.-**
6 - 10 December 2027	Amsterdam - Netherlands	Classroom	**€3,400.-**