informatech



HUMAN RESOURCES AND TRAINING | HRT-054

Essential Skills for the Modern HR Practitioner

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Course content

Why Attend

Why Attend Modern HR professionals are expected to go beyond administration and play a strategic role in attracting talent, developing people, improving performance, and building positive workplace cultures. To succeed, HR practitioners need strong practical skills across recruitment, talent management, learning, employee engagement, and performance systems. This course provides participants with the essential tools and modern practices required to become effective and business-focused HR professionals.

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

Course Objectives

- Understand the strategic role of HR in modern organizations
- Improve recruitment and selection practices
- Apply talent management and retention strategies
- Design effective learning and development initiatives
- Strengthen performance management systems
- Improve employee motivation and recognition practices
- Build practical HR solutions for workplace challenges
- Enhance professional confidence as an HR practitioner

Target Audience

- HR Officers
- HR Generalists
- HR Managers
- Recruitment Specialists
- Talent Development Staff



Course content

Target Audience

- Supervisors with HR responsibilities
- Anyone building a career in Human Resources

Target Competencies

- Recruitment and Selection
- Talent Management
- Learning and Development
- Performance Management
- Employee Engagement
- Communication Skills
- Coaching Skills
- Strategic HR Thinking

Course outline

Day 1: Foundations of Modern People Management

- Strategic value of people management in organizations
- Importance of attracting and selecting the right talent
- Writing effective job descriptions and role profiles
- Building competency-based selection criteria
- Using assessment centres in hiring decisions
- Modern screening and interviewing approaches
- Exercise: Review a role profile and develop hiring criteria

Day 2: Talent Management and Workforce Growth



Course content

Course outline

- Connection between talent management and business productivity
- Strategies for attracting internal and external talent
- Effective onboarding and retention practices
- Employee engagement, motivation, and workplace climate
- Succession planning for business continuity
- Case study: Reviewing a talent pipeline and improvement areas

Day 3: Learning and Development Excellence

- Value and benefits of learning and development
- Creating impactful training and development programmes
- Linking L&D with career growth and progression
- Designing internal learning pathways and curricula
- Coaching and mentoring skills for managers
- Exercise: Build a learning solution for a workforce scenario

Day 4: Performance Management for Results

- Performance management cycle and core stages
- Setting objectives, KPIs, and standards
- Giving effective feedback and coaching conversations
- Managing poor performance constructively
- Performance management and disciplinary considerations
- Exercise: Role-play a performance review discussion

Day 5: Motivation, Recognition, and Culture

- Drivers of employee motivation and satisfaction



Course content

Course outline

- Goal alignment to improve engagement
- Recognition methods that improve performance
- Building a positive and productive culture
- Exercise: Design a recognition plan for a multi-disciplinary team
- Course review and reflection on key lessons learned



Seminar dates

Available seminar dates

Live dates and pricing for Essential Skills for the Modern HR Practitioner generated from the course details page.

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

Live online option	Online delivery is available at €1,850.-.