informatech



HUMAN RESOURCES AND TRAINING | HRT-061

# The Effective HR Advisor


**UK**
+44 33 000 111 90
info@informatech.co.uk
https://informatech.co.uk
63-66 Hatton Garden Hatton Garden
EC1N 8LE , London

**NL**
+31 85 74 444 46
info@infomatech.nl
https://infomatech.nl
Waarderweg 50 - 2031PB
Haarlem - Netherlands



# 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.-** |