

Opis szkolenia

Dane o szkoleniu

Kod szkolenia: 4736224

Temat: Angielski dla HR – kurs językowy / English for Human Resources course - 27 godzin - zajęcia popołudniowe online (środy)

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Program

WHAT IS THIS ENGLISH FOR HUMAN RESOURCES COURSE ? WHO IS IT FOR ?

English for Human Resources course has been developed for people who work in HR and who need English in their job.

Human resources is highly recommended for HR professionals who want to improve their English communication skills in a work environment.

The intermediate level course contains career - specific vocabulary and contexts into lessons that build students' working knowledge of English.

It addresses topics including recruitment, selection , employee relations , HR development , reward & remuneration , industrial relations, and many others.

English for Human Resources has 6 Units, each of which deals with different aspects of HR. Every unit consists of a short exercise , a brainstorming activity , or a quiz.

Following this section there are dialogues , texts , and authentic documents , along with a variety of exercises , which help students to learn important vocabulary and expressions in context.

Different activities enable learners to work together and perform role - plays to practise the vocabulary and expressions from the Unit in realistic situations. It also reflects the latest trends in the HR.

Everybody studying this course will become more fluent and confident in using the language of HR and should increase their career prospects.

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UNIT 1 - recruitment

Each lesson is 90 minutes

Lesson 1 - recruitment tasks and job descriptions

Students put the list of recruitment tasks in the order they should normally occur.

They also learn some useful vocabulary and exchange their ideas about person specifications in important HR tools.

Bullet points: recruitment, hire and fire, job descriptions, person specification ,etc.

Lesson 2 - different sources of recruitment

Which sources does your company use to find new employees ?

Students can learn how to find the different sources of information for their companies.

They can also learn some useful language for exchanging information, making suggestions, agreeing and disagreeing.

Finally, they role - play the situation with their partner.

Bullet points: source of information, exchanging information, internal advertising, media advertising, word of mouth,

advertising in trade person, online recruitment, etc.

Lesson 3 - the benefits of using recruitment advertising agencies

Students read the article on the benefits of using recruitment advertising agencies and discuss the questions about using recruitment agencies for designing and placing job advertisements .

They also talk about the advantages and disadvantages in their field of business and how they deal with corporate identity.

Bullet points: advertising agencies, corporate identity, the pros and cons of using agencies, etc.

UNIT 2 - selection

Lesson 1 - job applications

To start with , students do a quiz about job applications and interviews. They also learn how to write a successful CV and a covering letter.

Finally , they read the job advertisement for virgin atlantic and compare it with a job advert from their company.

They can also learn some useful vocabulary about job applications.

Bullet points: job applications , CV, covering letter, interview, etc.

Lesson 2 - what details would you expect to find in a Curriculum Vitae?

Students complete the mind map with items from the box. They also put the main headings into a logical order in which they might appear on a CV.

Finally, they sort the interview strategies into a logical order and try to add any other tips.

Lesson 3 - making interview notes and selection of candidates

Students read about the interview and make notes about it. Next, they make a list of questions they would ask at an interview for their own job.

Then they exchange the list with a partner and practise asking and answering the questions in an interview situation.

They can also learn the language of interview questioning and how to establish the rapport and relax the candidate.

Bullet points: interview notes, establishing rapport and relaxing the candidate, asking follow - up questions, etc.

UNIT 3 - employee relations

Lesson 1 - what cultural differences do you think would influence employee relations ?

Students discuss about how cultural differences can effect employee relations and policies the company have on age discrimination.

They can also learn how to gather information about employment terms and conditions in international companies and compare contracts in their country.

Most importantly, they learn the language used in contracts of employment, which is highly formal and includes fixed phrases, formal vocabulary, the passive, and the will future.

Bullet points: contract, deadline, disciplinary action, discrimination, termination of employment, etc.

Lesson 2 - how to write an offer letter and a rejection letter ?

During this lesson , students look at the paragraphs which are mixed up and try to put them into the correct order.

They can also learn some useful language about giving and requesting information.

Bullet points: conditional offer, commencing salary, probationary period, accompanying details, termination of contract, etc.

Lesson 3 - the article from an hr trade magazine

Students read the article about dealing with grievances and complete the gaps with words from the list.then they

discuss the article and the questions.

Finally , they exchange their views and opinions about what health and safety measures is their company taking to reduce stress levels in staff.

Bullet points: behaviour, disciplinary action, entitled, entitlement, policy, grievances, safety, etc.

UNIT 4 - HR development

Lesson 1 - what aspects of hr development are the most important to us ?

Students discuss about key HR concepts and give some ideas about aspects of hr development. Then , they match the hr staff development practises in the box

With their definitions below. Finally , they arrange the conversation about which aspects of staff development are used in their own company.

Bullet points: appraisal, equal opportunity policies, induction programme, mentoring, secondment, team development, etc.

Lesson 2 - talking about staff problems

Students talk about staff problems and try to find the most appropriate development solutions. They also make recommendations about staff development and learn useful language for making recommendations.

Next, they match the correct heading with the reasons why companies introduce appraisal schemes.

Finally, they give some ideas about how to motivate staff and improve performance at work.

Bullet points: succession planning, motivating staff, giving feedback, work performance, encouraging better communication.

Lesson 3 - equal opportunities versus diversity

Students read the article from an equal opportunities website and give reasons for publishing equal opportunity statements and state if they add value to the reputation of a company.

They also discuss if their companies are actively involved in diversity and how it is dealt with their organization.

They can also learn the language of appraisal interviews and revise some vocabulary.

Bullet points: race, ethnic origin , nationality , gender , marital or family status , disability , trade union membership , religion , etc.

UNIT 5 - reward and remuneration

Lesson 1 - fringe benefits or perks

Students discuss about rewards companies give their staff in addition to money and also add different fringe benefits to the mind map.

Next , they put the paragraphs from the article about a tax - free benefit into the correct order.

Finally, they discuss about tax - free benefits or perks they can give staff in their company.

Lesson 2 - department meeting

Students match phrases from the columns to make true statements about the meeting. Next , they complete the phrases from the meeting.

Finally, they discuss about benefits & rewards in their company.

Bullet points: fringe benefits, perks, rewards, performance - related pay, flexible working hours, pension scheme , relocation expenses , etc.□□□□□□□□□□□□□□□□

Lesson 3 - remuneration package

Students arrange a discussion about benefits & rewards and decide which package they find more attractive.

They also learn some useful language about agreeing and disagreeing & interrupting.

Finally, they read the article from an HR trade magazine about dissatisfaction over benefits packages and discuss the questions which follow.

Bullet points: remuneration package, benefits, contribution, etc.

UNIT 6 - industrial relations

Lesson 1 - trade unions

Students exchange their views and opinions about trade unions and discuss the following statements with a partner.

Then, they put the phrases below into the right word order and use them to complete the sentences.

Finally, they practise negotiating with the union representatives and match definitions that appear in the negotiation.

Bullet verbs: building rapport, bargaining, establishing objectives and aims, addressing conflict, concluding, etc.

Lesson 2 - types of negotiation

Students learn how to use diplomatic language of negotiating and building rapport with the business partners.

They practise negotiating techniques in a different situations and use key words to talk about the terms and conditions

Of the agreement, and also other conditions and offers.

Bullet points: bargaining power, bottom line, persuading, industrial action, etc.

Lesson 3 - role - play

Students do a role - play with a partner. They use the role cards in the partner files or think up their own situation to negotiate with their partner. Next, they read some extracts about outsourcing jobs and discuss this topic with the rest of the group.

Finally, they decide what action they would take in such cases, whether unionized or not, to prevent rumours and possible industrial action and how much of a commitment an employer should have to its staff.