



English for Human Resources

Our English for Human Resources course will provide you with the English language skills to perform in a variety of HR situations. You will focus on areas such as job interviews, giving performance reviews, discussing staff and training plans in meetings and over the phone.

Details

Course Level**Location**

Holland Park Gardens

Age

Minimum 30

Group size

Maximum 6

Duration

1 week

Hours

30 hours per week

Timetable

09.00 – 16:45 (Monday to Friday)

Dates 2025

3 March (1 week), 26 May (1 week), 28 Jul (1 week), 6 Oct (1 week)

Fees

£1450

Includes

Detailed end-of-course report

[Sample week](#)

Who is it for?

This course will suit you if you are an experienced human resources manager or human resources professional and you need to use English confidently and efficiently in your job. For example, you may work as part of an international company or in a company based in an English-speaking country and need to speak English with employees, colleagues and vendors on a regular basis.

Course Content

Key topics covered in the course include:

- ▶ Recruitment, including interviewing techniques and writing job advertisements
- ▶ Employment law
- ▶ Organisation and leadership
- ▶ Training, motivation and rewards
- ▶ Managing change
- ▶ Problems in the workplace
- ▶ Dismissal (firing) procedures
- ▶ Appraisal (performance review) techniques

You will also look at key language skills such as:

- ▶ Spoken communication including meetings, negotiations, telephoning skills, presentations
- ▶ Written communication – emails, reports, formal letters
- ▶ Social English – hosting visits, socialising, meeting and greeting

Benefits

By the end of the course, you can expect to have gained:

- ▶ Communicate more confidently about HR issues
- ▶ Speak more accurately and fluently
- ▶ Participate more successfully in meetings and negotiations
- ▶ Have improved your written English including emailing
- ▶ Have expanded your range of HR vocabulary
- ▶ Socialise and network cross-culturally with greater confidence

Previous clients came from

