



Human Resource & Training



SCANDINAVIAN ACADEMY
Training and Development

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Course: HR Skills for HR Administrators

Code	City	hotel	Start	End	price	Hours
476	Vienna (Austria)	Hotel Meeting Room	2024-04-08	2024-04-12	5450 €	25

Why Choose this Course?

This course will provide delegates with the skills and knowledge to make a valuable contribution to the success and continued effectiveness of the HR function. The subjects covered in this course will provide practitioners to be up-to-date with the latest thinking and approaches. This includes all aspects of a modern employment policy presented from the point of view of the HR function.

This course should cover all aspects of the work of a modern HR unit and is designed to serve as an introduction to HR for newly appointed HR Assistants and/or as a refresher for those who are already in the HR profession.

This course will feature:

- Role of policies in good people management
- Importance of good employee relations and employee commitment
- Critical features of effective recruitment & selection
- Employee, Management and Leadership development
- Performance management, reward and remuneration

What are the Goals?

By the end of this course, participants will be able to:

- Explain the role and purpose of the HR function
- Develop HR policies based on strategic aims of the organisation



- Apply HR practices which fit the needs of the organisation
- Adapt the relevant practices currently in place in the Western world
- Develop a high performance culture

Who is this Course for?

This course is suitable to a wide range of HR professionals but will greatly benefit:

- HR Practitioners
- Personnel Officers
- HR Administrators
- Staff who are interested in moving into HR
- Line Managers who need an understanding of the key processes involved

How will this be Presented?

This course will utilise a variety of proven adult learning techniques to ensure maximum understanding, comprehension and retention of the information presented. This includes a range of activities - discussion, case studies and exercises - at individual and group involvement level in addition to input from a highly experienced HR practitioner.

Delegates will gain most from active participation in the practical sessions and the success of the course is centered on the delegates expressing their special needs and interests so that they can maximise their learning. These sessions are informative, enjoyable and presented in a relaxed atmosphere conducive to learning to ensure optimum understanding for a comprehensive transfer to the workplace.

The Course Content



Day One

HR in Context - Policies

- Where is HR going?
- The Context for HR
- HR on the global stage
- Nationalisation – public vs. private organisation
- Overview of HR's role & relationship with other functions
- The importance of policies - writing & using them

Day Two

Employee Relations - Employee Involvement

- Employee Relations
- Internal Communications
- Consultation & Suggestion Schemes
- Employee Attitude Surveys
- Employee Assistance Programmes
- Union Recognition



Day Three

Recruitment & Selection

- Understanding external labour market & demographics
- Recruitment & Selection
- Employer of Choice
- Social Media, Websites and Recruitment
- Handling Redundancy
- Retention & Exit Interviews

Day Four

Learning & Development

- Importance of Learning & Development
- Leadership & Management Development
- Talent Management
- Coaching & Mentoring
- International Assignments



- Succession Planning

Day Five

Performance Management & Reward

- Performance Management & Appraisals
- Competency Frameworks
- Financial Reward & Salary Scales
- Job Evaluation
- Bonuses, Incentives & Overtime



The Scandinavian Academy employs modern methods in training and skills development, enhancing the efficiency of human resource development. We follow these practices:

- **Theoretical Lectures:**
 - We deliver knowledge through advanced presentations such as PowerPoint and visual materials, including videos and short films.
- **Scientific Assessment:**
 - We evaluate trainees skills before and after the course to ensure their progress.
- **Brainstorming and Interaction:**
 - We encourage active participation through brainstorming sessions and applying concepts through role play.
- **Practical Cases:**
 - We provide practical cases that align with the scientific content and the participants specific needs.
- **Examinations:**
 - Tests are conducted at the end of the program to assess knowledge retention.
- **Educational Materials:**
 - We provide both printed and digital scientific and practical materials to participants.
- **Attendance and Final Result Reports:**
 - We prepare detailed attendance reports for participants and offer a comprehensive program evaluation.
- **Professionals and Experts:**
 - The programs scientific content is prepared by the best professors and trainers in various fields.
- **Professional Completion Certificate:**
 - Participants receive a professional completion certificate issued by the Scandinavian Academy for Training and Development in the Kingdom of Sweden, with the option for international authentication.
- **Program Timings:**
 - Training programs are held from 10:00 AM to 2:00 PM and include buffet sessions for light meals during lectures.