

# HR, Training & Recruitment

REED  
LEARNING  
●●●

ACQUIRE THE ESSENTIAL SKILLS AND KNOWLEDGE TO GAIN, TRAIN AND RETAIN THE BEST PEOPLE



## WHO IS IT FOR?

- Line managers and newly appointed personnel
- Managers and staff in HR, general managers
- Those who need to know and understand fundamentals of human resource management for use in their day-to-day roles

## WHAT WILL YOU GET OUT OF IT?

- A valuable, professional qualification specific to your role.
- Cutting edge training delivery skills and knowledge.
- Full learning support and course materials.

Book now

-  +356 21322314/5
-  [INFO.MALTA@REEDGLOBAL.COM](mailto:INFO.MALTA@REEDGLOBAL.COM)
-  [WWW.REEDLEARNING.COM.MT](http://WWW.REEDLEARNING.COM.MT)

What's more...

CMI accredited



Endorsed by the ILM



Law Society accredited



# HR, Training & Recruitment

Get the essential skills and training in Human Resources right here. Acquire the essential skills and knowledge to gain, train and retain the best people. Our HR courses link your activity to successful organisational performance and show you how departments such as HR and training can bring real business benefits.



## WHO IS IT FOR?

Experienced training professionals who want to develop and enhance their delivery and facilitation skills in a supportive learning environment.  
HR or L&D professionals who are involved in analysing, planning and evaluating the learning and development of people within their organisation.  
Training/L&D Managers responsible for delivering best practice approaches to learning which meet business objectives and generate organisational success.

## WHAT IS IT ABOUT?

Exploring the learning and development cycle in detail and enhancing existing knowledge, this course will give you the tools to successfully lead a team that really delivers on organisational requirements.  
Any manager with responsibility for recruiting and managing staff requires an understanding of the basics of HR best practice in order to get the best out of their team and avoid employment legislation pitfalls. This course provides practical knowledge and tools to enable managers to tackle basic HR issues themselves.

## WHAT WILL I GET OUT OF IT?

Skills to build a foundation in key personnel and HR concepts and relate them to 'best fit' in your own organisation  
Knowledge of better working relationships with others in your organisation through a greater appreciation of the overall picture  
Dynamic skills in team development through successful selection interviewing and effective appraisal techniques  
Capability to evaluate the effectiveness of your HR practice and see where improvements can be made

## WE OFFER THE FOLLOWING COURSES:

**(FOR MORE INFORMATION ABOUT EACH COURSE PLEASE VISIT OUR WEBSITE)**

Human resources courses :

Essentials of employment law, Green HR, HR for non HR managers, HR for the PA & administration personnel, Managing redundancy & restructuring.

**Learning & Development courses:**

**Managing the learning & development function, Learning and development in practise, Effective interviewing skills, Essentials of employment law, Recruitment & selection.**

**Training courses:**

**Advanced train the trainer, Train the IT trainer, Train the trainer**



# Course Programme

Courses dates and time can be found on our website. Course notes are always included.

Some of our courses available are listed below. Other courses information can be viewed through our website.



**TO DISCUSS  
WHETHER  
THIS COURSE IS  
RIGHT FOR YOU,  
CALL OUR CUSTOMER  
SERVICE TEAM ON  
+356 21322314/5**

## Essentials of Employment Law

### Course Overview

- The contract of employment and its terms
- Data protection at work
- Race discrimination
- Sex discrimination
- Disability discrimination
- Pregnancy and maternity protection
- Paid annual leave
- Discipline, grievance and appeals

## Learning and Development in practice

### Course Overview

- Learning and development in practice
- The L&D cycle and its role in supporting CPD
- The role of L&D practitioner within the organisation
- Consulting with internal customers and managing expectations
- Analysing needs and defining outcomes
- Defining measurable learning outcomes
- Developing and planning solutions
- Reviewing outcomes and evaluating success

## Train the Trainer

### Course Overview

- The group and the individuals: Learning motivations and how it may affect the learning environment
- What individuals learn and what training can realistically deliver the training dilemmas
- Structure: Meeting legal requirements as part of a welcome and administration session
- Ice breaking getting the group comfortable
- Effective sign posting to ensure that learning is linked
- Using visual aids effectively
- Delivery: Presentational techniques to develop the 3 Vs of personal communication

## Effective interviewing Skills

### Course Overview

- Make short lists work for you
- Use & create person specifications
- Clearly define required competencies
- Build a relaxed atmosphere to improve communication flow
- Non-verbal communication
- Avoid the 'halo' and 'horns' effect
- Learn from other's mistakes
- Non-verbal communication



Course title

HR, Training & Recruitment

Duration & cost

Courses are held at out offices Ta' Xbiex

Code

Download bite size MP3 training when you book this course.



Dull but important – This is your personal code, please quote it when booking

HR

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Call us to book your place on  
**+356 21322314/5** Book online at  
**www.reedlearning.com.mt**

#### FOUR MORE GREAT REASONS TO ATTEND OUR HR, TRAINING & RECRUITMENT COURSE

- 1. NO OTHER MANAGEMENT COURSE OFFERS YOU SO MUCH THEORY AND PRACTICAL ADVICE IN TWO DAYS**
- 2. THIS IS THE UK'S TOP SELLING PROGRAMME FOR NEW MANAGERS**
- 3. ALL DELEGATES WILL GET E-LEARNING FOLLOW-UPS TO SUPPORT THEIR LEARNING**

#### SPACES ARE AVAILABLE NOW

You'll find the next scheduled dates online at [www.reedlearning.com.mt](http://www.reedlearning.com.mt) Alternatively, our customer services team are waiting to speak to you on **+356 21322314/5** If you prefer, email any questions to [info.malta@reedglobal.com](mailto:info.malta@reedglobal.com) Call us today to book your place on this course.

Course title **HR, Training & Recruitment**

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Download bite size MP3 training when you book this course.



#### WHY CHOOSE REED LEARNING?

**We are the Malta's leading business training company – with many more business, management and personal development programmes than any of our competitor**

**Reliable** 99.5% of our delegates would recommend us to a friend or colleague.

**Professional** Courses are given by experienced and qualified persons.

**Friendly** The most generous loyalty discounts in the industry, and you can attend your course again .

**Visit our website** [www.reedlearning.com.mt](http://www.reedlearning.com.mt) for details of other courses like Introduction to Management, including:

- Introduction to supervision & team leadership
- People & team management
- Essentials of management
- The five-day management programme

#### FREQUENTLY ASKED QUESTIONS

**Q Where will my course be held?**

**A** All courses are held in our offices at Ta' Xbiex.

