

# informat®tech



HUMAN RESOURCES AND TRAINING | HRT-061

## The Effective HR Advisor

### UK

+44 33 000 111 90  
info@informat®tech.co.uk  
[https://informat®tech.uk](https://informat<span>®</span>tech.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

Tel : +44 (33) 000 111 90

Our mailing address is:  
63-66 Hatton Garden, EC1N 8LE, London

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# 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

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## 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
6 - 10 July 2026	London - U.K	Classroom	€3,850.-
20 - 24 July 2026	Barcelona - Spain	Classroom	€4,250.-
3 - 7 August 2026	London - U.K	Classroom	€3,850.-
10 - 14 August 2026	Barcelona - Spain	Classroom	€4,250.-
7 - 11 September 2026	Istanbul - Turkey	Classroom	€3,850.-
14 - 18 September 2026	Frankfurt - Germany	Classroom	€3,250.-
5 - 9 October 2026	London - U.K	Classroom	€3,850.-
12 - 16 October 2026	Munich - Germany	Classroom	€4,250.-
9 - 13 November 2026	Amsterdam - Netherlands	Classroom	€4,200.-
16 - 20 November 2026	London - U.K	Classroom	€4,250.-
7 - 11 December 2026	Istanbul - Turkey	Classroom	€3,850.-
14 - 18 December 2026	Kuala Lumpur - Malaysia	Classroom	€2,250.-
21 - 25 December 2026	Amsterdam - Netherlands	Classroom	€4,200.-

### Live online option

Online delivery is available at €1,850.-.