

COMMUNICATION FOR HR



Our Seminars May-August 09:

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Our 1-3 day seminars are developed on the basis that the intellectual capacity of a corporation's staff is the key to being a learning, innovative and adaptive organisation. Leveraging these resources internationally within an increasingly diverse workforce is challenging - but ever more important as this has become a strategic organisational capability.

These tailor-made communicative seminars support you in developing your ability to communicate as an HR professional about areas such as staff development, induction, appraisals, knowledge management etc. We work with case studies, audio and visual clips and scenario training. Our seminars are based on your needs analysis (short questionnaire and telephone interview) carried out with a trainer prior to course kick-off. Your trainer is a native English speaker with many years of experience in industry and training and holds an MBA in Finance and HR.

Your take-away benefits include increased confidence in communicating about HR- specific topics and an international HR toolkit.

seminars4business English for Human Resources

Duration of Seminar: 1-2 days	Price: €425/800 per person for 1-2 days (plus VAT)
No. of Participants: 4-8	Target Group: HR professionals
Language: English	Materials: HR Toolkit
Venue: Düsseldorf	CEF Level: B1 and higher

Take-away Benefits

The intellectual capacity of a corporation's staff is the key to being a learning, innovative and adaptive organisation. Leveraging these resources internationally within an increasingly diverse workforce is challenging - but ever more important as this has become a strategic organisational capability. Our seminars support you in developing your ability to communicate as an HR professional about areas such as staff development, induction, appraisals, knowledge management etc. We will help you master HR terminology. You will have opportunities to practice your skills and phrases in interactive role plays and simulations. Your take-away benefits include increased confidence when discussing and analysing HR-related issues and documents as well as a useful toolkit.

✓Avail of our early bird discount

€400 per person for one day seminar or two days for €750 (requires booking 4 weeks prior to starting date).

Sample Contents

- Selecting & interviewing
- Performance appraisals
- Pay, perks and incentives
- Training and development
- Problems at work
- Employee safety at work
- Guidelines for HR
- Employment law
- Induction
- Exchanging information
- Using motivational language
- Specialist terminology
- HR case study

seminar4business Strategic Human Resource Management

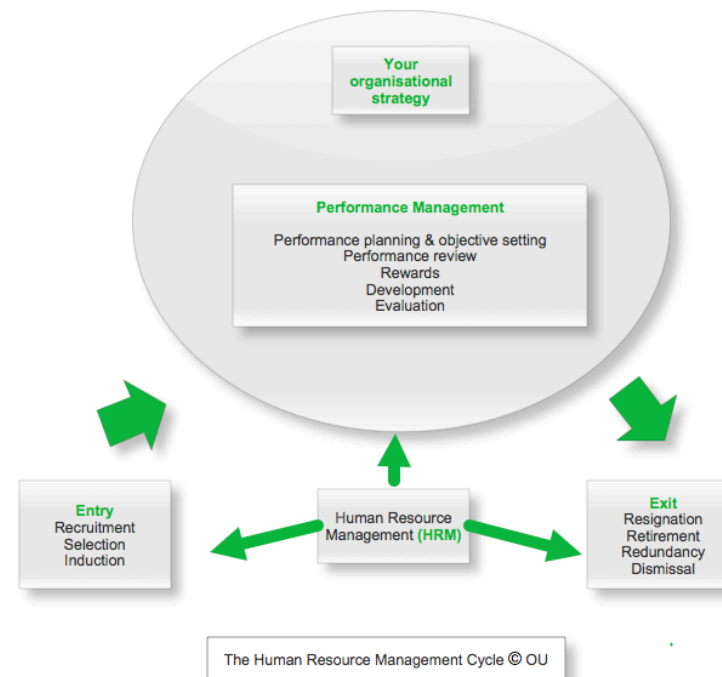
Duration of Seminar:	1 day	Materials:	Strategy Toolkit
No. of Participants:	4-8	Price:	€550 per person (plus VAT)
Language:	English	Target Group:	Management HR professionals
Venue:	Düsseldorf	CEF Level:	B2 and higher

Take-away Benefits

This is a discussion forum in English to discuss strategic HR-issues based on the HRM cycle and its links to organisational strategy. This seminar approaches HR issues from an organisational strategy viewpoint and looks at useful tools such as the Balanced Scorecard in order to promote a holistic analysis of HR-policy making. After this seminar you will be able to confidently speak about HR-issues relevant to your work at management level. You will learn to use key management-speak terminology to support your career. You will receive personalised, individual feedback for you to improve your performance within discussions and a strategy toolkit which you will be able to use immediately.

✓ Avail of our early bird discount

€490 per person for one day seminar (requires booking 4 weeks prior to course commencement).



seminars4business **Human Resources and the Bottom Line**

Duration of Seminar:	1-2 days	Price:	€425/800 per person for 1-2 days (plus VAT)
No. of Participants:	4-8	Target Group:	HR professionals
Language:	English	Materials:	HR finance toolkit
Venue:	Düsseldorf	CEF Level:	B1 and higher

Take-away Benefits

It is increasingly important to assess the value and contribution of HR management practices and training in terms of hard figures - particularly as HR programmes which cannot be justified in terms of monetary value are an easy target in any cost reduction drive. This seminar helps you learn how to communicate about HR topics using financial terminology. You will have opportunities to practice your skills and phrases in interactive role plays and a case study for HR. Your take-away benefits include increased confidence when discussing HR performance-related issues as well as a useful toolkit.

✓Avail of our early bird discount

€400 per person for one day seminar or two days for €750 (requires booking 4 weeks prior to starting date).

Sample Contents

- Finance and HR
- HR budgets
- Measuring results
- Evaluating training
- Return on training
- Performance appraisals
- Balancing the HR books
- Benchmarking
- The HR audit
- A performance-based culture
- Specialist terminology
- HR case study

COMMUNICATION FOR HR

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HELPING YOU COMMUNICATE
INTERNATIONALLY

3 easy ways to register:

1. Post form below to: seminars4business, Sohnstr.58, 40237 Düsseldorf, Germany
2. Send an email to: info@seminars4business.de
3. Register online on our website: www.seminars4business.de

Seminar Cancellation Policy

A full refund less an administration fee of €100 will be given for cancellation requests received up to 20 working days before the event. Cancellations must be made in writing (letter or email) and reach this office before the 20 working days deadline. Delegates who cancel less than 20 days before the event, or who don't attend, are liable to pay the full course fee and no refunds can be given. However, if you wish to attend the next course, and you have paid your course fee in full, you will only be invoiced for 25% of that course fee. Please note that the next course must take place within 6 months of the initial application. Of course, a replacement is always welcome, provided the CEF Level is comparable.

VAT

Under German Excise regulations delegates from all countries are required to pay VAT currently @ 19% on all courses taking place within Germany.

Personal details:

First name _____

Surname _____

Company name _____

Address _____

Email _____

Telephone _____

Job title _____

Company activity _____

Course I am registering for _____

I agree to the terms and conditions of registration

Date _____

Signature _____ 6