



# ENGLISH FOR HUMAN RESOURCES

The Language Partnership



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## ABOUT THE COURSE

- Develop both your English language and the real skills needed in your job.
- Organised around SMART targets that allow you to clearly review your progress.
- Detailed progress review, certificate and action plan at the end of the course.
- Every course follows our Quality Plan aimed at giving you a fantastic learning experience.
- English level - B1 or above (intermediate).

## CONVENIENCE

- Flexible about the venue and number of sessions in the course.
- Lessons can take place either face-to-face or online.

## SPECIAL OFFER

In the course package we offer free oral and written level testing for every participant + 5 email templates and a monthly HR language pack with lots of interesting vocabulary, expressions and grammar.

## COURSE OBJECTIVES

- I can describe working culture.
- I can manage a recruitment process including posting a job advert, reviewing CVs and conducting job interviews.
- I can plan and deliver an induction/onboarding programme.
- I can develop new training initiatives.
- I can communicate difficult messages with tact and sensitivity (redundancies and disciplinaries) .
- I can conduct performance reviews.
- I can negotiate with unions and staff delegations.
- I can manage operational processes including payroll, holidays, absence.
- I can evaluate and summarise data.
- I can deliver presentations professionally.
- I can write clearly worded HR policies and procedures.
- I can define strategic priorities for HR and describe trends across my sector.

## DELIVERING EXCELLENCE IN BUSINESS COMMUNICATION

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