

Essential Skills for HR Assistants: 5-Day Intensive Course

Human Resource
Berlin (Germany)
06 - 10 Oct 2025

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Essential Skills for HR Assistants: 5-Day Intensive Course

Ref: 321506_128826 **Date:** 06 - 10 Oct 2025 **Location:** Berlin (Germany) **Fees:** 4200 **Euro**

Course Description

This intensive 5-day course equips HR Assistants with essential skills to excel in their roles. Participants will gain practical knowledge in key HR functions, including recruitment, employee relations, and compliance. Through hands-on exercises and real-world scenarios, attendees will develop the confidence and competence to support HR operations effectively.

Learning Objectives

- Master fundamental HR processes and best practices
- Develop strong communication and interpersonal skills for HR roles
- Learn to manage employee data and maintain accurate records
- Understand compliance requirements and HR policies
- Gain practical skills in recruitment and onboarding processes

Course Modules

Day 1: Introduction to HR and Communication Skills

- Overview of HR functions and responsibilities
- Effective communication in HR
- Active listening and empathy
- Handling difficult conversations

Day 2: Recruitment and Onboarding

- Basics of recruitment processes
- Resume screening and interview support
- Creating effective job descriptions
- Onboarding best practices

Day 3: HR Administration and Record-Keeping

- Managing employee records
- HR information systems HRIS basics
- Data privacy and confidentiality
- Organizing and maintaining HR files

Day 4: Compliance and HR Policies

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- Understanding employment laws
- Developing and updating HR policies
- Handling employee inquiries on policies
- Basics of workplace safety and health

Day 5: Employee Relations and HR Support

- Basics of performance management
- Handling employee grievances
- Supporting employee engagement initiatives
- HR reporting and analytics fundamentals

Practical Wins for Participants

- Create a comprehensive new hire onboarding checklist
- Develop a template for maintaining accurate employee records
- Draft a basic HR policy document
- Design an employee engagement survey

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