

Essential Skills for HR Assistants: 5-Day Intensive Course

Human Resource
Barcelona (Spain)
06 - 10 Oct 2025

UK Traininig

PARTNER



Essential Skills for HR Assistants: 5-Day Intensive Course

Ref: 321506_132277 **Date:** 06 - 10 Oct 2025 **Location:** Barcelona (Spain) **Fees:** 4400 **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

UK Training

PARTNER



- 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

Blackbird training cities



Amman (Jordan)



Amsterdam (Netherlands)

Accra (Ghana)

Annecy (France)

Baku (Azerbaijan)

Bali (Indonesia)

Bangkok (Thailand)

Bangkok (Thailand)

Barcelona (Spain)

Batumi (Georgia)

Beijing (China)

Beirut (Lebanon)

Berlin (Germany)

Birmingham (UK)

Bordeaux (France)

Boston, Massachusetts (USA)

Brussels (Belgium)

Cairo (Egypt)

Cape Town (South Africa)

Casablanca (Morocco)

Cascais (Portugal)

Copenhagen (Denmark)

Doha (Qatar)

Dubai (UAE)

Düsseldorf (Germany)

UK Training
PARTNER



Blackbird Training Category



Human Resource



Audit & Quality Assurance



Finance, Accounting, Budgeting



Marketing, Sales, Customer Service



Secretary & Admin



Law and Contract Management



Project Management



IT & IT Engineering



Supply Chain & Logistics



Management & Leadership



Professional Skills



Oil & Gas Engineering



Health & Safety



Telecom Engineering



Hospital Management



Customs & Safety



Aviation



C-Suite Training



Agile and Refinement



Blackbird training Clients



MANNAI Trading
Company WLL,
Qatar



Alumina Corporation
Guinea



Booking.com
Netherlands



Oxfam GB International
Organization,
Yemen



Capital Markets
Authority,
Kuwait



Waltersmith Petroman Oil Limited
Nigeria



Qatar National Bank
(QNB),
Qatar



Qatar Foundation,
Qatar



AFRICAN UNION ADVISORY
BOARD ON CORRUPTION,
Tanzania



KFAS
Kuwait



Reserve Bank of
Malawi,
Malawi



Central Bank of Nigeria
Nigeria



Ministry of Interior
Kingdom of Saudi Arabia
KSA



Mabruk Oil Company
Libya



Saudi Electricity
Company,
KSA



BADAN PENGELOLA
KEUANGAN Haji,
Indonesia



NATO
Italy



ENI CORPORATE
UNIVERSITY,
Italy



Gulf Bank
Kuwait



General Organization for
Social Insurance
KSA



Defence Space Administration
Nigeria



National Industries
Group (Holding),
Kuwait



Hamad Medical
Corporation,
Qatar



USAID
Pakistan



STC Solutions,
KSA



North Oil company,



EKO Electricity



Oman Broadband



UNITED NATIONS
UN.



Authority for

UK Training
PARTNER



LONDON TRAINING PROVIDER



www.blackbird-training.com



training@blackbird-training.com



+44 7480 775526 / +44 7401 177335