

Calderdale College – Effective Human Resources

1. Introductory HR Management and Practice

Description: This introductory module focuses on using data and metrics to plan, manage and evaluate HR practice, adopting and developing an ethical approach to HR practice and understanding the fundamental purpose and contribution of HR to organisational performance.

Non-Accredited.

Eight participants required to run a course.

Course delivery method: Group learning

Delivery location: Training provider premises

Course length: One day over one week

2. Fundamentals of Performance Management

Description: This module will support your understanding of different forms of conflict behaviour and dispute resolution.

Non-Accredited.

Eight participants required to run a course.

Course delivery method: Group learning

Delivery location: Training provider premises

Course length: One day over one week

3. Practices and Principles of Effective Coaching and Mentoring

Description: A module has been designed to support individuals in developing their coaching and mentoring practices. The session explores the role of the coach and mentor, whilst assessing coaching and mentoring techniques.

Non-Accredited.

Eight participants required to run a course.

Course delivery method: Group learning

Delivery location: Training provider premises

Course length: One day over one week

4. Learning and Development / Planning, Delivery and Evaluation

Description: This module focuses on planning, delivering and evaluating learning and development in the workplace. Gain a practical understanding of developing effective learning and development sessions and programmes.

Non-Accredited.

Eight participants required to run a course.

Course delivery method: Group learning

Delivery location: Training provider premises

Course length: One day over one week

5. CIPD Level 3 in HR

Description: The programme is ideal for HR professionals who will take ownership for providing advice to managers on a wide range of HR issues using company policy and current law, giving guidance that is compliant and where errors could expose the organisation to employment tribunals or legal risk. In a larger organisation they may also have responsibility for managing a small team – this aspect is outside the scope of this apprenticeship and will need to be covered separately by the employer.

Accredited.

Eight participants required to run a course.

Course delivery method: Group learning

Delivery location: Training provider premises

Course length: 12 days over 36 weeks