Essential HR Practices for Managers, Team Leaders & Supervisors

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Barcelona (Spain)



Essential HR Practices for Managers, Team Leaders & Supervisors

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Why This Course

Managing people effectively requires more than technical expertise—it demands a solid understanding of HR practices and the ability to apply them in real workplace situations. Managers and team leaders are often responsible for handling recruitment, performance, and employee relations, making HR knowledge essential for success.

This comprehensive 1-week program is designed to provide practical HR skills that can be applied immediately. It helps participants build confidence in managing teams, addressing workplace challenges, and creating a productive and positive work environment. Through real examples and hands-on exercises, the course equips participants to support both employee development and organizational goals.

What You'll Learn and Practice

By participating in this program, you will:

- Understand key HR concepts and their role in organizational success.
- Apply effective techniques for recruiting, onboarding, and retaining talent.
- Manage employee performance and support professional development.
- Ensure compliance with employment laws and workplace regulations.
- Build a positive work environment that encourages engagement and motivation.

The Program Flow

Day 1: Introduction to HR Management

- Understanding the role of HR in modern organizations.
- Identifying key HR functions and responsibilities.
- Aligning HR practices with business objectives.
- Applying ethical standards in HR management.

Day 2: Talent Acquisition and Onboarding

- Designing effective recruitment strategies.
- Conducting structured interviews and selection processes.
- Building onboarding programs that support employee success.
- Applying retention strategies to reduce turnover.

Day 3: Performance Management and Employee Development



- Setting clear performance goals and expectations.
- Conducting structured and effective performance reviews.
- Providing constructive feedback to support improvement.
- Developing employee growth and development plans.
- Managing performance challenges professionally.

Day 4: Employment Law and Compliance

- Understanding key employment law concepts.
- Preventing workplace discrimination and misconduct.
- Managing leave policies and employee accommodations.
- Applying best practices in documentation and record-keeping.

Day 5: Building a Positive Workplace Culture

- Strengthening employee engagement and motivation.
- Promoting inclusive and respectful workplace practices.
- Applying effective communication strategies.
- Managing workplace conflicts constructively.
- Supporting employee well-being and work-life balance.

Individual Impact

- Build confidence in managing teams and handling HR responsibilities.
- Improve communication and leadership skills.
- Strengthen decision-making in people management situations.
- Develop a more structured and professional management approach.

Work Impact

- Improve team performance and productivity.
- Enhance recruitment and retention outcomes.
- Strengthen compliance with workplace regulations.
- Foster a positive and engaging work environment.

Training Methodology

This program combines practical learning with real-world application to ensure meaningful results. Methods include:

- Interactive sessions and guided discussions.
- Case studies based on workplace scenarios.
- Role-playing exercises for communication and conflict resolution.
- Group activities focused on problem-solving and team management.
- Practical tools and templates for immediate use.



Beyond the Course

By the end of the program, participants will be able to:

- Develop a structured recruitment plan to attract top talent.
- Create a performance management system tailored to their team.
- Apply compliance practices effectively in daily operations.
- Design initiatives that enhance workplace culture and employee engagement.

