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English for Human Resource Professionals

Level: Low Intermediate - Advanced

12 Units | 120 Lessons | 12 Achievement Tests

In this course, you will explore a range of topics that human resource professionals must master, from recruitment and hiring to employee conflicts and grievances. Since clear communication is a crucial HR responsibility, this course includes examples of HR experts giving team updates, explaining a task, conducting performance reviews, sending emails to job candidates, and much more.

By the end of this course, you will be able to:

⚙ Understand how to create a workplace that fosters growth and continuous improvement.

📈 Communicate clearly with teams and individuals to set goals and expectations.

☑ Conduct and deliver written evaluations of current and potential employees.
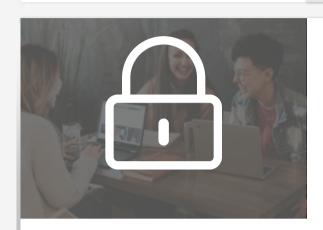
[Enroll]

Human Resources Overview
10 Lessons | 1 Achievement Test
This unit outlines the skills and qualities that Human Resources professionals should embody and provides you with a general idea of your role in HR. You will listen to real HR professionals talk abou...
more
Lessons ⌄   🔒

People and Culture
10 Lessons | 1 Achievement Test
As an HR professional, maintaining a high employee morale and a positive work environment is essential. In this unit, you will learn about company visions and values, how to make employees feel apprec...
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Lessons ⌄   🔒

HR Responsibilities
10 Lessons | 1 Achievement Test
The responsibilities of HR professionals vary greatly and include hiring, employee management, organizing employee programs, and more. Explore these responsibilities and learn how to put them into pra...
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Lessons ⌄   🔒

Recruitment
10 Lessons | 1 Achievement Test
Understanding what a company needs and attracting the right talent is an important role of HR. After you complete this unit, you will understand recruiting goals, know how to write a job posting, and ...
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Lessons ⌄   🔒

Hiring
10 Lessons | 1 Achievement Test
Hiring the right employees is crucial to success, but don't let the pressure get to you! Learn about the different interviewing techniques, how to find the right talent, and how to accept or reject jo... more
Lessons ⌄   🔒

Benefits and Compensation
10 Lessons | 1 Achievement Test
Each company offers different types of benefits and compensation to its employees. In this unit, you will learn to communicate the different types of work benefits available to employees and explain c... more
Lessons ⌄   🔒

Training and Development
10 Lessons | 1 Achievement Test
The HR department is involved in training and integrating new employees into the company. In this unit, you will learn about onboarding, managing a team, and giving tips to motivate employees.
Lessons ⌄   🔒

Performance Management
10 Lessons | 1 Achievement Test
Writing performance reviews and giving employees feedback helps keep employees on the right track. This unit will cover trends in performance management, how to give effective feedback, and provide re... more
Lessons ⌄   🔒

Employee Conflicts and Grievances
10 Lessons | 1 Achievement Test
Employees turn to HR professionals when there is conflict in the office. Listen to people discuss conflict in the office and find ways to overcome these problems in this unit.
Lessons ⌄   🔒

Equality, Bias, and Discrimination
10 Lessons | 1 Achievement Test
One of the key roles of HR is ensuring that all employees are treated fairly and equally. This unit will take a look at different strategies companies around the world are using to create diversity an... more
Lessons ⌄   🔒

Emerging HR Trends
10 Lessons | 1 Achievement Test
New technology and trends are constantly changing HR methods and practices. From A.I. to wellness lounges, this unit covers all the latest trends shaping HR today.
Lessons ⌄   🔒

Review
10 Lessons | 1 Achievement Test
This unit reviews the topics introduced in the previous units. You will have the chance to refresh your memory on all the important aspects of being an HR professional.
Lessons ⌄   🔒