



HRT-046

informatech
CERTIFIED
GLOBAL
LEADERSHIP
CONSULTANTS

Course details

HRT-046

Human Resources and Training

Upcoming seminar

€2,250.-

Venue

Kuala Lumpur - Malaysia

Date

15 - 19 June 2026

Course details

Professional Skills for Human Resources Management

Human Resources and Training

Seminar content

What you will learn

Why Attend

Human Resources professionals need more than technical knowledge to succeed. Strong communication, leadership, problem-solving, relationship management, and decision-making skills are essential for supporting employees and driving organizational success. This course helps participants strengthen the professional skills required to perform effectively and build credibility as HR leaders.

Course Methodology

This course uses an interactive and practical approach through presentations, case studies, group discussions, role plays, workplace scenarios, self-assessments, and practical exercises.

Course Objectives

- Strengthen professional HR communication skills
- Improve problem-solving and decision-making abilities
- Build confidence in handling employee matters
- Enhance relationship management across departments
- Develop leadership and influence skills
- Improve time management and organization skills
- Handle conflict professionally and effectively
- Build a professional HR mindset and presence

Target Audience

- HR Professionals
- HR Officers
- HR Managers
- Recruitment Staff
- Employee Relations Officers
- Supervisors with HR responsibilities
- Anyone working in Human Resources

Target Competencies

- Communication Skills
- Leadership Skills
- Conflict Resolution
- Problem Solving
- Time Management
- Relationship Management
- Professional Presence
- Decision-Making

— Seminar details

Detailed outline

Day 1: Professional Role of HR Management

- Modern role of HR professionals
- Building credibility and trust
- Ethical behavior in HR practice
- Professional image and conduct
- Understanding internal customer needs
- Key challenges facing HR teams

Day 2: Communication and Relationship Skills

- Effective verbal communication
- Professional written communication
- Active listening techniques
- Building strong workplace relationships
- Influencing managers and employees
- Managing difficult conversations

Day 3: Problem Solving and Conflict Management

- Structured problem-solving methods
- Root cause analysis basics
- Handling employee complaints professionally
- Conflict resolution strategies
- Negotiation techniques for HR professionals
- Making fair and balanced decisions

Day 4: Leadership and Personal Effectiveness

- Leadership styles for HR managers
- Taking initiative and ownership
- Time management and prioritization
- Managing pressure and deadlines
- Building resilience and confidence

- Coaching and supporting others

Day 5: Strategic Contribution of HR Professionals

- Thinking strategically in HR roles
- Supporting change initiatives
- Using data for better decisions
- Continuous improvement in HR services
- Personal development planning for HR careers
- Final workshop: Build your HR professional growth plan

— Dates and locations

Available seminar dates

7 dates

— Presence seminar dates

Date	City	Duration	Price
15 - 19 June 2026	Kuala Lumpur - Malaysia	5 Days	€2,250.-
20 - 24 July 2026	Amsterdam - Netherlands	5 Days	€4,250.-
3 - 7 August 2026	London - U.K	5 Days	€4,200.-
7 - 11 September 2026	Munich - Germany	5 Days	€3,450.-
12 - 16 October 2026	Barcelona - Spain	5 Days	€3,850.-
9 - 13 November 2026	Paris - France	5 Days	€4,500.-
14 - 18 December 2026	Barcelona - Spain	5 Days	€4,250.-

— Online seminar dates

Date	Format	Duration	Price
15 - 19 June 2026	Live online	5 Days	€1,850.-
20 - 24 July 2026	Live online	5 Days	€1,850.-
3 - 7 August 2026	Live online	5 Days	€1,850.-
7 - 11 September 2026	Live online	5 Days	€1,850.-

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12 - 16 October 2026	Live online	5 Days	€1,850.-
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