IPI Academy

MANAGEMENT forum



Presented by
Management Forum

The Role of an Effective HR Advisor

This practical two-day programme is a must-attend event for any newly promoted or aspiring HR advisors, as well as those looking for a refresher.

Format:
Bespoke training

CPD:
12 hours for your records (depending on your requirements)

Certificate of completion

Course overview

Are you working in HR and looking to develop your skills to take your career to the next level? This programme will build on your skill set and experience, and give you the knowledge to fully understand the role and responsibilities of an HR advisor.

Providing an effective human resource service to businesses is the principal goal of all HR teams. The HR department is responsible for making sure the organisation is able to meet business needs through the management of the company's most valuable resource – its employees. Overseeing the biggest item on the budget comes with responsibility for ensuring the best blend of skills and talents with timely interventions and effective support. The role of the HR advisor is pivotal in making this happen.

This practical two-day programme is a must-attend event for any newly promoted or aspiring HR advisors, as well as those looking for a refresher. The session will focus on the key skills needed by the HR advisor, as well as the practical duties required by the role. There will be a range of participative activities focusing on the processes of recruitment, induction of new starters, performance review processes, performance management challenges, reviewing and implementing policies and managing others. Plus there will be time to consider the implications of Brexit on the HR function.

Key objectives of this programme

By the end of this programme you will be able to:

- **Develop** and action effective HR policies and procedures
- **Examine** and implement recruitment procedures to create high levels of return on investment
- **Establish** strong bonds of commitment with new staff to reduce attrition rates
- **Identify** organisational learning needs and how these impact the bottom line
- **Understand** the importance of having the right staff, with the right skills, in the right roles
- **Guide** managers in the practical application of performance reviews and understand the links to overall organisation performance
- **Support** line managers in the handling of formal disciplinary procedures protecting both them and your organisation from legal challenges
- **Enhance** your people skills to work with HR administrative staff and processes to achieve a one-stop shop approach to transactional HR

A recommendation about the expert trainer

'I had the pleasure of working with Jocelyn over several months, supporting the professional development aspect of our HR development programme. Having participated in a number of modules delivered by Jocelyn, it is clear that her facilitation and coaching skills are excellent. Jocelyn has a breadth and depth of experience that clearly shines through in her design and delivery of programme content. The fact that Jocelyn can draw on her past experiences really brings the learning to life, this enhances the experience for her participants. In particular, Jocelyn has a strong commercial and strategic focus that encourages participants to see the difference that HR can make within an organisation. I have personally learnt a lot from Jocelyn, and would have no hesitation in recommending her.'

Lisa Quirke, Senior Learning and Development Consultant, KCOM Group

Who should attend?

- HR advisors
- New and existing HR staff
- HR officers and coordinators
- HR assistants and administrators aspiring to the role of an HR advisor

Reviews

★★★★★

I found the course really helpful. It has definitely helped my understand 3 key areas that I am able to take away and look to improve - Sickness management with managers, manager training and job descriptions. The course was delivered at a good pace and it flowed very well.

Elaine Warwick
HR Coordinator
Flooid Ltd
Jul 10 2025

★★★★★

The content, presentation and the presenter were all excellent. [Speaker] had excellent knowledge and made the course very enjoyable to complete.

Elaine Warwick
HR Coordinator
Flooid Ltd
Jul 10 2025

★★★★★

Really good, I felt that I took a lot away from it and I would recommend it to others. I believe I am now more confident in my role and abilities. Jocelyn was very articulate and I found her inspiring. I would love to work for her!!

Maddy Tasney
HR Advisor
Claranet Ltd
Apr 29 2024

★★★★★

I was hoping to achieve a better understanding of HR roles and responsibilities in general and how these tie in with organisations and I think the course has definitely helped me achieve this. Jocelyn was a great tutor and made the training really engaging. Overall I found the course really useful, the content was good and slides were not overloaded with too much information.

Lauren Killoran
HR Coordinator
SRK Consulting Ltd
Apr 29 2024

Run this programme in-house for your whole team

Coming to IPI Academy for your in-house training provides an all-inclusive service which gives you access to a wide variety of content, learning platforms and delivery mechanisms as well as your own personal training adviser who will work with you from the initial enquiry through to feedback and follow-up after the programme.

With over 600 trainers, all practitioners and experts across a huge range of fields, we can provide the training you need, where you need it, when you need it, and at a price which suits your budget. Our approach to tailored learning and development consists of designing and delivering the appropriate solution for each client.

For your FREE consultation and to find out more about how we can work with you to solve your training needs, please contact our training advisers:



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IPI Academy

IPI Academy is a training initiative of Falconbury and Management Forum; leading providers of industry training for over 30 years, based in the UK.

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