

ENGLISH FOR HUMAN RESOURCES



	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
09:00 - 10:30	Induction: Introduction to the school & facilities Introduction to the course Personal interviews	Vocabulary Development: Training & development	Employment Law: Visit to Employment Tribunal	Pronunciation & Listening Skills: Change management	Vocabulary Development: Review of the week
B R E A K					
11:00 - 12:30	Learning & Feedback: Language feedback Vocabulary Development: Organisation structure	Communication Skills: Appraisals	Employment Law: Visit to Employment Tribunal	Communication Skills: Simulation/meeting	Communication Skills: Talent management
L U N C H					
13:45 - 15:15	Communication Skills: Company organisation and structure Simulation/case study	Pronunciation & Listening Skills: Visiting Speaker: Cultural Awareness and the HR Function	Vocabulary Development: Recruitment and interviewing Presenting: Presenting language	Telephoning: Language of telephoning Interviewing & Feedback: Interview preparation	Presenting: Presentations
B R E A K					
15:30 - 16:40	Presenting: Company organisation Mini-presentations Social English: Networking	Vocabulary Development: Employment law	Writing: Email language	Interviewing & Feedback: Interviewing practice Learning & Feedback: Interview feedback	Presenting: Presentations Learning & Feedback: Presentation feedback
Home work	Vocabulary Development: Training, development & appraisal	Vocabulary Development: Recruitment & selection	Vocabulary Development: Reward Interviewing & Feedback: Prepare for interviews	Presenting: Prepare presentation Vocabulary Development: Employee representation/relations	Learning & Feedback: Review