



Presented by
Management Forum

The Role of an Effective HR Advisor

10-11 July 2025
+ 9-10 December 2025

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:
Live online



CPD:
12 hours for your records



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 seminar 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

Programme

Day 1

Module 1: The importance of the role of the HR advisor

- Key responsibilities of an effective HR advisor
- Working collaboratively with line managers
- Working with and reporting to key stakeholders
- Promoting equality and diversity within the organisation
- Developing effective job descriptions and competencies
- Managing employee welfare services, including health and safety
- Managing and implementing organisational change
- Quantifying evidence indicators for effective HR

Module 2: Recruiting and selecting talent

- Recruitment campaigns
- Best practices for effective hiring
- Preparing job advertisements
- Working with agencies
- Dealing effectively with applicants
 - Drawing up a shortlist
 - Interviewing skills and techniques
 - Selecting fairly
 - Reference checking
 - Issuing contracts
- Managing and implementing an effective induction process

Module 3: Remuneration and rewards

- Advising on remuneration and pay issues
- Payroll
- Pensions
- Benefits
- Annual salary reviews
- Benchmarking and reporting
- Linking pay and performance

Module 4: Managing staff performance

- Performance reviews and why they are not an HR tool
- Working with line managers to manage performance
- Tracking and managing sickness and attendance
 - Short-term sickness
 - Long-term sickness
 - Return-to-work procedures
- Managing and advising on disciplinary and grievance procedures
- Staff counselling
- Career development and progression
- Producing stats and data which add value and impact on the organisation

Day 2

Module 5: Identifying, planning and implementing training needs

- Performing Training Needs Analysis (TNA) reviews
- Handling learning and development requests
- Identifying development opportunities
- Measuring and reporting the return on investment (ROI)
- Succession planning and talent management

Module 6: Reviewing, updating and implementing policies

- Developing and implementing formal policies and procedures
 - Anti-discrimination
 - Equal opportunity
 - Health and safety
 - Maternity, paternity and parental
 - Leave of absence
 - Flexible working
 - Other time-off rights
 - Disciplinary and grievance
 - Codes of conduct
- Staff handbooks
- Giving constructive advice and guidance and working with line managers
- Communicating standards of performance and best practice to key stakeholders

Module 7: Managing and working with others – both internal and external

- Overseeing junior administrators
- Getting the best out of the team
- Performance management as a line manager of others
- Dealing with suppliers
- Outsourcing
 - Managing agencies and sub-contractors
- Trade unions
- Applying continuous improvement programmes within HR
- Considering the implications of Brexit on HR

Presenter



Jocelyn Hughes

Jocelyn Hughes is a recognised expert in HR management and personal development, having worked in training and personal development since the early 1980s. A strong advocate of training for a reason, she has a practical approach to training which aims to provide participants and organisations with readily useful content, transferable to the workplace. Having enjoyed a successful career in training management, she began working as a freelance consultant in 1998, working with major blue chip organisations across the UK and internationally. Jocelyn is widely respected for her experience and expertise. She is a qualified NLP practitioner and is a published author of 'Contact Centre Management' with Echelon Publishing.

Course dates

10-11 July 2025

Live online

09:30-17:00 **UK (London)** (UTC+01)

Course code 14879

GBP **999** ~~1,199~~

EUR **1,399** ~~1,679~~

USD **1,607** ~~1,919~~

Until 05 Jun

9-10 December 2025

Live online

09:30-17:00 **UK (London)** (UTC+00)

Course code 15143

GBP **999** ~~1,199~~

EUR **1,399** ~~1,679~~

USD **1,607** ~~1,919~~

Until 04 Nov

How to book



Online:

ipi.academy/2224

Alternatively contact us to book, or if you have any queries:



Email:

info@ipiacademy.com



Phone:

[+44 \(0\)20 7749 4749](tel:+442077494749)

Discounts

- Booking more than one delegate on any one date qualifies for a **15% discount** on the second and subsequent places.
- Most events qualify for an **early booking discount** prior to 6 weeks before the course date. Be sure to check on our website, where the latest discounts will be shown.

Further information

Fee

The fee includes all meals and refreshments for the duration of the course (for venue-based courses) and a complete set of course materials (provided electronically). If you have any particular requirements, please advise customer services when booking.

Please note

IPI Academy (and our training partners) reserve the right to change the content and timing of the programme, the speakers, the date and venue due to reasons beyond their control. In the unlikely event that the course is cancelled, we will refund the registration fee and disclaim any further liability.

Terms and conditions

The rest of our terms, the event cancellation policy and the terms and conditions are on our website, please visit ipi.academy/content/terms-and-conditions

Reviews



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



Fantastic speaker! Very thorough, always has new ideas and interesting opinions on how things are conducted. She was very experienced and knew exactly what she was talking about. Enjoyed the presentation as it was a mixture of listening, speaking and contributing.



Olivia Watson
HR Coordinator
Artelia
Aug 7 2023



Informative. Very good



Debby McDonald
HR Advisor
Knauf
Sep 20 2022

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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