



ENGLISH FOR HUMAN RESOURCES

A Practical One-Day Seminar

This course is intended for Human Resources professionals who need to use English in their work. It provides a look at modern Human Resources jargon applied to current issues in business and the greater economy.

It gives you the opportunity to:

- refresh and update your English HR vocabulary
- discuss local HR with local people but in a different language
- improve your fluency and English communication skills

This is not a traditional language programme. You will get to use HR terms in up-to-date and realistic examples and case studies, and discuss the latest trends in HR with a small group of peers in the industry.

PROGRAMME

09:00 *Start:* Introduction and warm-up
09:30 Elective Topic 1
10:45 *Coffee break*
11:00 Elective Topic 2
12:15 *Lunch*
13:00 *After-lunch:* Warm-up
13:15 Elective Topic 3
14:30 *Coffee break*
14:45 *Guest presentation:* Mindfulness @ work
16:00 *Review*
16:15 *Finish*

At the start of the course, the group will choose the three elective topics you would like to cover throughout the day. Each topic features a short 15-20 minute presentation, and is accompanied by a short written activity of about 10 minutes to help you engage with the key terms in that topic. You will then use these terms in a practical exercise immediately afterwards.

The topics you can choose from are:

- the basics of human resources
- human resource strategy
- ending employment cycles
- human resources development
- recruitment
- reward management
- employment contracts
- employee-manager relations

The last session in the afternoon will be a special guest presentation on work-life balance, with a focus on mindfulness.

When and where?

The course takes place on Friday, 29 November, 2013.

Come to the FinnBrit Language Centre, Fredrikinkatu 20 A 9, Helsinki.
The building is on the corner of Fredrikinkatu and Iso Roobertinkatu.

Tram 3B stops right outside the entrance and buses 14 and 14B stop close by.
The nearest private car park is QPark Erottaja.

What is the cost?

There are 10 places available on this course.
The cost is €50.00 per person. This price includes VAT.

The price covers one day of training and all training materials.
You will also receive lunch at a local restaurant as part of the training day.

About the Trainers

James Perkins holds a Master's degree in Organisational Psychology and has over 20 years' experience in training and development in both Finland and his native Australia. In his spare time, he enjoys swimming, hiking, travelling, movies, and reading. James lives in Finland and has dual Finnish and Australian citizenship. He is the Principal Consultant at Koala Consulting and Training.

Special Guest Speaker

Teetta Kalajo has been working with change management, leadership, team building, and organisational development in both Europe and Latin America for more than 10 years. As an experienced mindfulness practitioner, she is passionate about supporting individuals and organisations for high performance. She is a mother of two, a 5-year-old girl and a 3-year-old boy.

How to Enrol

If you would like to attend **English for Human Resources**, please contact James for further details:

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