HR Management · HR337

Essentials of HR Coordination: Policies, Procedures, and Best Practices

Building a Strong Foundation for Efficient HR Support and Compliance

Duration **1 Week**	Fee **from £1,400**	Category **HR Management**
Ref **HR337**	Language **English**	Certificate **Certificate of attendance**

Introduction

HR Coordinators are vital to the smooth functioning of human resources operations. This practical training equips participants with the essential knowledge and tools to effectively support HR functions, ensure procedural consistency, and uphold best practices. From managing documentation and supporting recruitment processes to ensuring policy compliance, this course is ideal for those who seek to strengthen their professional foundation in HR coordination.

Course Objectives of Essentials of HR Coordination

Upon completing this programme, participants will be able to:

- Understand the key responsibilities and scope of an HR Coordinator role
- Apply HR policies and procedures accurately and consistently
- Support recruitment, onboarding, and employee lifecycle processes
- Maintain HR records and data in compliance with legal and organisational requirements
- Communicate professionally and manage internal HR inquiries efficiently
- Apply HR best practices and contribute to continuous improvement

Course Methodology of Essentials of HR Coordination

- Lectures and Expert Insights: Leading industry experts will share their insights and best practices.
- Case Studies: Analyse real-world talent acquisition challenges and solutions.
- Group Discussions: Engage in meaningful discussions and share experiences with peers.
- Role-Playing and Simulations: Practice recruitment scenarios to enhance skills.
- Hands-on Workshops: Gain practical experience in using recruitment tools and techniques.

Organisational Impact of Essentials of HR Coordination

This training programme will have a positive impact on organisations by:

- Enhanced operational efficiency in HR departments

- Improved compliance with employment laws and internal policies
- Streamlined recruitment and onboarding processes
- Professional handling of employee data and inquiries
- Strengthened support for HR managers and strategic HR functions

Personal Impact of Essentials of HR Coordination

Participants will experience personal growth and development, including:

- Greater confidence and clarity in daily HR tasks
- Practical knowledge of essential HR procedures and tools
- Improved communication and coordination skills
- Ability to anticipate and resolve common HR-related issues
- A strong foundation for career progression in human resources

Who Should Attend

This training programme is ideal for:

- HR Coordinators and Assistants
- Administrative professionals supporting HR functions
- New HR officers or generalists
- Anyone transitioning into an HR support role

Course Outlines

Day 1

Introduction to HR Coordination and Key Responsibilities

- Overview of the HR function and HR Coordinator’s role
- HR organisational structures
- Key daily responsibilities and workflows
- Handling confidential HR information
- Introduction to HR metrics and documentation

Day 2

Policies, Procedures, and Compliance

- Understanding HR policies and manuals
- Writing and updating procedures and checklists
- Employment law basics and policy alignment
- Grievance handling support and disciplinary procedures
- Ensuring compliance with labour and privacy laws

Day 3

Recruitment and Employee Lifecycle

- Supporting recruitment and interview scheduling
- Pre-employment documentation and screening
- Onboarding and orientation logistics
- Transfers, promotions, and offboarding support
- Exit interviews and knowledge retention

Day 4

HR Systems, Data, and Record Management

- Introduction to HRIS (Human Resource Information Systems)
- Managing personnel files and digital records
- HR reporting and analytics basics
- Auditing and maintaining employee data accuracy
- Data privacy and cybersecurity awareness

Day 5

Communication, Coordination, and Best Practices

- Professional internal communication skills
- Handling employee requests and follow-ups
- Coordinating training programmes and HR events
- Standardising processes and continuous improvement
- Building partnerships with other departments

Dates & Venues

Date	Venue	Duration	Fee
23 - 27 Nov 2026	Barcelona (Spain)	1 Week	£5,000
23 - 27 Nov 2026	Kuala Lumpur	1 Week	£5,000
29 Nov 2026 - 3 Dec 2026	Istanbul	1 Week	£5,000
29 Nov 2026 - 3 Dec 2026	Online	1 Week	£1,400
13 - 17 Dec 2026	Dubai	1 Week	£3,650
27 - 31 Dec 2026	Cairo	1 Week	£3,100

Register or ask about this course online

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