HR Assistant

This diploma will give you a broad range of skills, including the principles of HR and advanced business software skills.

PITMAN TRAINING

PROGRAM OVERVIEW

This diploma is for those who want to take on an assistant role within an HR department. Ideal if you hold a longer term ambition to work as an HR Manager, it will give you a great foundation of skills to start to look for assistant positions.

Our HR Assistant Diploma has been developed to give you the professional skills you need to get a job within any HR department or take on HR duties and succeed.

Within any organization, it's the people who make the biggest difference to its overall success — especially if they are motivated, highly valued and supported in their roles. So it's of paramount importance that people wishing to have HR responsibilities are highly skilled. Our HR Assistant diploma will train you across a broad range of skills, including understanding the principles of HR and advanced business software skills.

AIMS AND OBJECTIVES

The HR Assistant Diploma will provide you a strong foundation to take your career in any direction — be it in a broad HR role or moving into specialist areas, such as employment law, payroll, or training and development.

PRE-REQUISITES

You don't need to hold any specific qualifications before beginning this diploma training.

CAREER PATHS

HR is a unique role, which is guided by specific rules and regulations. From the position of HR Assistant you could progress to become an HR Manager or run your own HR consultancy business.

CORE COURSES

HR Essentials

HR Essentials is an entry-level HR training course. You'll learn essential knowledge in areas such as recruiting new staff, employment contracts, salary processing, and maternity rights.

Recruiting for Success

This course has been designed to teach you how to use the most effective interview techniques to assist with bringing on board the best employees to ensure success for your organisation. The three modules in the course explore the following: Hitting the Recruitment Bull's Eye, Applicant Screening: The First Step in Hiring the Best, and Concluding an Effective Hiring Interview.

Mentoring

You'll learn the skills needed to become an effective and inspiring mentor with great communication skills. We'll also cover the challenges you may face and how to overcome them.

Team Leadership

This course is designed for those who need to gain an understanding of key leadership skills. It is also relevant for team leaders and experienced staff with leadership or management responsibilities.

Inducting and Retaining for Success

This course has been specifically designed for those who wish to work in an HR capacity. The course provides an overview of the induction process and a guide to successful retention of staff. The three modules in the course explore the following: Structure of the HR Function, Ensuring Onboarding Success, and Management of People: Talent Acquisition and Retention.

LinkedIn for Jobseekers

If you're looking to maximise your reach and network while searching for a new role, this course will give you valuable advice and guidance on making sure you're using LinkedIn to the fullest.

Payroll Principles

Payroll Principles is a great short course that can be studied in just four hours. The course is designed to teach those new to payroll the theory behind the practicalities of running a company's payroll.

Effective Business Communication

This excellent course will raise your game when it comes to business communication skills, which are often top of the list of qualities demanded by employers.

Word

Our Microsoft Word course is designed to provide you with the essential skills you will need to be proficient in Word in a work environment in as short a time as possible.

Or Word Expert

This training in Microsoft Word will propel your Word skills forward to an advanced level. Over several lessons, you'll become confident in a range of Word's more sophisticated features.

Excel

This course is suitable for beginner to intermediate level. Over a series of self-paced lessons, you'll learn how to format your spreadsheets to best display your information, handle simple and complex formulas, insert charts, learn how to insert functions, such as IFERROR, and much, much more.

Or Excel Expert

Our Excel Expert level course will provide you with the knowledge and skills to use this popular spreadsheet program to an advanced level. Over a series of self-paced lessons, you'll learn how to perform tasks such as conditional formatting, recording and running macros, working with pivot tables, and using statistical functions.

Outlook

This flexible study course takes you through everything you need to use this popular email software as a work tool, from navigation and views through contacts and appointments, to tasks and folders.

To discuss your current skills and aspirations call now:

+0333 200 1310

or visit:
www.pitman-training.com

PowerPoint

Our PowerPoint training course will help you get to grips with this comprehensive presentation software. With this course under your belt, you'll be ready to produce polished, professional presentations.

Sage Business Cloud Payroll

Among all our finance courses, Sage training is the most popular and the most in demand. This course brings you the skills you need to use this popular payroll software in the cloud.

CPD Points: 160
(CPD awarded points upon successful completion)

Guideline Learning Time
160 hours flexi study or 6.5 weeks full-time
(Full-time based on approx 20-30 hours a week)