

PROGRAMME BROCHURE

HR Skills & Training

A practical, mentoring-led programme for professionals who want to understand HR fundamentals, use them with confidence, and apply that skill to advance their career — no HR background required.

Programme Overview

Foundations today. Career impact tomorrow.

This programme is built for adult and professional learners who want more than surface-level familiarity with HR — a genuine, working understanding of recruitment, employee relations, and policy language, and how to apply that with confidence in your own role. It combines practical, hands-on skill-building with the tactful, professional English HR situations demand. This is mentoring and training as much as it is tuition: the goal is that you leave able to *handle* HR conversations and documentation well, not just recognise the terminology.

STAGE 1 — INDUSTRY FOUNDATIONS

Introduction to HR

HR touches every part of a business — understanding how it works is useful well beyond HR itself.

- The fundamentals of recruitment, employee relations, and basic policy language
- How HR functions actually operate day to day
- The professional English of HR communication — clear, tactful, and appropriately toned
- Practical ways to handle everyday HR-related conversations with confidence

STAGE 2 — CAREER PATHS

How to Start a Career in HR

Designed for those moving into HR or people-facing roles.

- Practical grounding in recruitment basics and policy documentation
- How to handle sensitive employee communication with the right tone
- Precise, confident professional English for HR-specific situations
- How to present your HR-related skills convincingly in a CV and interview

OUTCOME | Understand HR. Use it with confidence. Advance your career.

Skills Across Three Dimensions

What you'll gain by the end of the programme

TECHNICAL

Working with HR processes

- Understanding recruitment basics and hiring processes
- Reading and applying policy documentation
- Familiarity with common HR terminology and practices
- Spotting what good HR documentation looks like

SOFT SKILLS

Communicating with tact

- Handling sensitive employee conversations appropriately
- Writing clear, professional HR correspondence
- Balancing empathy with policy and process
- Confident interview and workplace conversation

BUSINESS

Applying HR skills at work

- Supporting recruitment and onboarding processes
- Drafting and reviewing HR documentation
- Presenting HR skills on a CV and in interviews

Who This Is For

Professionals moving into HR or people-facing roles; career-changers entering HR-adjacent work; managers who handle HR-related conversations and want more confidence and tact; and anyone who wants clearer, more professional communication for sensitive workplace situations.

Pricing

Simple options, whichever way you'd like to start

TRY IT FIRST

Taster Session — £25

A single 1:1 session, no obligation. A low-risk way to meet your tutor and see how the programme works before committing to the full track.

STAGE 1

Industry Foundations — £115

3 × 1:1 sessions covering the Introduction to HR curriculum in full.

BEST VALUE

Full Career Track — £275 (Save £20)

Industry Foundations + Career Paths together — 9 × 1:1 sessions in total, taking you from first principles through to career-ready confidence.

- Available as one payment of £275
- Or 3 monthly payments of approximately £92

PREFER TO LEARN AT YOUR OWN PACE?

Self-Paced Learning Packs

Same core content, without live sessions — ideal if you'd rather work through the material independently and on your own schedule.

- Introduction to HR (self-paced) — £45
- Industry Foundations (self-paced) — £60

NOTE | Taster session fee is deducted from your track price if you enrol within 14 days.

How It Works

A simple, guided path from foundations to impact

1

Start with Industry Foundations

Build a clear, practical understanding of HR fundamentals and begin applying that confidently in your own day-to-day work.

2

Progress to Career Paths

Move from general familiarity to career-ready capability — practical workflows, terminology, and interview-ready confidence.

3

Apply it — Your Impact

Bring what you've learned back into your role: add value to your team, handle HR-related conversations with genuine confidence and tact, and keep building on that fluency over time.

Format & Delivery

Delivered 1:1, at your own pace, with a structure that adapts to your starting point and goals — whether that's building confidence for your current role or preparing for a move into an HR-adjacent position. As with all ALM Learning programmes, this is personal, mentoring-led tuition rather than a fixed, one-size-fits-all course.

Ready to start your HR journey?

Get in touch to discuss scheduling, pricing, and the best starting point for you.

contact@almlearning.com