

Human Resources 1

By the end of the course, you will be able to **give effective feedback**, talk about **objectives** and **goals**, **motivate** your team, **build rapport** and **sympathy** and manage from a **distance**, along with lots more!

Lesson 1: **Talking about HR**

Lesson 2: **Trends and figures**

Lesson 3: **Professional development**

Lesson 4: **Conflict in the workplace**

Lesson 5: **Constructive feedback**

Lesson 6: **Interviews**

✓ **Personal trainer** ✓ **100% online** ✓ **10 hours**

✓ **Certified** ✓ **Eligible for CPF** ✓ **6 Live Classes**

LEARN

Online activities
(30-60 min)
10 mins a day



SPEAK

Live Class
(55 min)
**Weekly classes
with your trainer**



PROGRESS

Lesson tests
(30-90 min)
**Extra resources, reports
and review quizzes**





Human Resources 2

Are you a manager and need English? This course will help you to **prioritise** and **delegate** work, **resolve conflicts**, **coach**, manage **multicultural** teams and deal with **change management**, along with lots more!

Lesson 1: **Employee well-being**

Lesson 2: **Change management**

Lesson 3: **Evaluating employees**

Lesson 4: **Diversity and inclusivity**

Lesson 5: **HR strategy**

Lesson 6: **Pay and conditions**

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