Email: info@gatewayconsulting.com | Phone: +96522968641
https://gatewayconsulting.com

HR ESSENTIALS FOR NEW PRACTITIONERS

Start Date:	05/10/2026	**End Date:**	09/10/2026
Categories:	Human Resources	**Venues:**	Barcelona
Formats:	In Person	**Instructors:**	

OVERVIEW

This program gives professionals who are new to human resources a thorough grounding in the function and how it operates within the organization. It moves through the full employee lifecycle, the core HR processes, and the policy and legal foundations that decisions rest on. The focus is practical throughout. Participants leave able to handle the routine HR responsibilities that come with the role and to recognize when a situation requires escalation, documentation, or specialist input.

OBJECTIVES

By the end of this course, participants will be able to: – Describe the HR function and its role across the employee lifecycle – Apply core HR processes from resourcing through separation – Interpret company policies and apply them consistently – Maintain accurate, compliant employee records and documentation – Apply the basics of performance management and development – Identify the labour law obligations that govern day-to-day HR decisions – Recognize when an issue requires escalation or specialist handling

COURSE OUTLINE

1- The HR Function and Its Role 2- The Employee Lifecycle 3- Workforce Planning and Resourcing 4- Recruitment, Selection and Onboarding 5- Employment Contracts and Documentation 6- HR Policies and Their Application 7- Performance Management Fundamentals 8- Learning and Development Basics 9- Employee Records and Data Handling 10- Introduction to Employee Relations 11- Labour Law Foundations for HR 12- Compensation and Benefits Overview

TARGET AUDIENCE

HR assistants, coordinators, and professionals newly appointed to an HR or employee relations role.

METHODOLOGY

The program is delivered through instructor-led sessions supported by worked examples, policy walkthroughs, and case exercises. Participants practice applying processes to realistic workplace situations and receive feedback throughout, ending with an applied end-to-end case.

CONCLUSION

Participants leave with a clear picture of the HR function and the confidence to handle routine responsibilities correctly. The program builds the foundation that all specialized HR work depends on.

DAILY AGENDA

Day 1: The HR Function and Employee Lifecycle

Covers the role and structure of the HR function, the full employee lifecycle from hire to separation, and the principles of workforce planning and resourcing.

Day 2: Resourcing, Contracts and Documentation

Focuses on recruitment, selection, and onboarding processes, and the employment contracts and documentation framework that governs the employment relationship.

Day 3: Policies, Performance and Development

Examines HR policy interpretation and consistent application, performance management fundamentals, and the basics of learning and development in the workplace.

Day 4: Records, Employee Relations and Labour Law

Covers employee record-keeping and data handling requirements, an introduction to the employee relations function, and the labour law foundations that inform day-to-day HR decisions.

Day 5: Compensation, Benefits and Applied Practice

Reviews compensation and benefits structures, with a full applied end-to-end case exercise consolidating learning from the week.

For more information, please contact us:
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