HR essentials workshop

Missed paperwork, incomplete records and inconsistent processes can create unnecessary risk for growing businesses. HR Essentials gives those responsible for day-to-day people administration the practical knowledge, tools and confidence to manage the employee lifecycle effectively and recognise when it is time to involve HR.



Who is it for?

- Business owners
- Office managers
- Operations managers
- New HR administrators and HR managers
- SMEs without an internal HR function
- Administrators responsible for HR processes

Why attend?

People problems do not always begin with a difficult conversation or formal process. Sometimes the issue is much simpler: an important check was missed, records are incomplete, a probation review did not happen or nobody is quite sure what should be documented.

This practical workshop helps you put stronger foundations in place, reducing avoidable risk and making everyday HR easier to manage.

By the end of the workshop, you'll be better able to:

- Understanding your responsibilities for legally required processes and how to manage them
- Understand your responsibilities for GDPR, keeping the right employee records and understand why they matter
- Manage essential recruitment, onboarding, absence and leaver processes
- Spot gaps before they develop into bigger problems
- Know what you can manage internally and when to call HR

Course agenda

- HR lifecycle overview
- Recruitment and onboarding basics
- Contracts, right to work and employee records
- Absence, holidays and family leave basics
- Probation, performance and conduct admin
- Leavers and offboarding
- Documentation: what to record and why
- When to escalate to HR

Delegates receive practical templates and resources including:

- HR admin checklist
- Starter checklist
- Probation review template
- Right to work / document checklist
- Absence record checklist
- Leaver checklist
- 'When to call HR' guide

Why train with The HR Dept?

Learn from people who deal with these situations every day.

Our training is delivered by experienced, practising HR professionals who support SMEs with real people challenges every day.

That means we do not simply teach management theory. We bring practical experience of the situations managers actually face, helping delegates understand what works, where problems commonly arise and when it is time to ask for HR support.

Sessions are practical, interactive and built around real workplace situations, giving delegates knowledge, tools and techniques they can start using straight away.

Details

Full day, practical workshop.

London	10th December, 2026	Retained clients: £395 + VAT	Non-HR Dept Clients: £450 + VAT
Newbury	16th December, 2026	Retained clients: £395 + VAT	Non-HR Dept Clients: £450 + VAT

The HR Dept Training Academy pathway

Start here if you are responsible for HR administration and need confidence in getting the fundamentals right. HR Essentials provides the operational HR foundations within the wider Academy pathway, alongside development for managers at different stages of their management journey.

HR Essentials → Manager Foundations → Managing People in Practice → Managing People Essentials

Hear from one of our clients

I have absolutely loved all the sessions we've had with David. I cannot recommend him more! The way David delivers each topic is easy to understand and tailored to our current needs/issues, he always makes them interactive, so you feel immersed in the topic rather than just talked at. We always come away with lots to think about.

Book your place now

For more information, visit our website.

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