



FACTS:

Course Access Period: 12 months
Course Delivery: Online
Requirements: PC (not MAC)

Prospective Job Titles:

- Human Resources Assistant
- Human Resources Adviser
- Human Resources Manager

Click each title to see current job vacancies.

Prospective Salary*:

- Human Resources Assistant: £19k p.a.
- Human Resources Adviser: £25-£30k p.a.
- Human Resources Manager: £25-35k p.a.

* As at June 2014. Source: Jobsite.co.uk

Human Resources



What's in the package?*

- **Human Resources (Business Exploration Series)**
 - Addressing Attrition in High Performance Teams
 - Selecting the Appropriate Performance-appraisal Method
 - Considering Key Features of a Policy and Procedure Manual
 - Attracting and Retaining Talent
 - Hiring a New Employee
 - Making the Move Into Management
- **Essential Skills for Administrative Support**
- **Essentials of Interviewing and Hiring (Business Skills Curriculum)**
- **Recruiting and Retention Strategies (Business Skills Curriculum)**
- **The Role of HR as a Business Partner (Business Skills Curriculum)**
- **Organisational Behaviour (Business Skills Curriculum)**
- **Project Management (Business Exploration Series)**

[**Click here for more details.](#)