

# HR Skills Masterclass

🕒 4 & 5 February 2026

📅 9.30am – 4.30pm

📍 Location: Employers Federation Training Suite



Our incredibly popular course has been updated for 2026 to meet evolving needs of HR.

Tailored exclusively for HR personnel, this highly practical 2 day programme is designed to upskill and build confidence in those new to the HR role, as well as those wishing to revisit the fundamentals of HR practice.

Attendees will gain the knowledge and tools to manage a wide range of people issues and to effectively advise and guide managers, in line with employment law, best practice, and internal HR policies and procedures



## The programme will cover the following areas:

- The role of HR in supporting employees and your organisation
- Handling sensitive and difficult conversations with employees, managers and trade unions
- Effectively managing short and long term absence, including complex cases
- Advising managers on constructive conversations with underperforming employees
- Conducting fair and structured investigations
- Navigating disciplinary processes, including dismissal
- Resolving workplace conflict and addressing employee concerns and grievances
- Understanding discrimination laws and the positive duty to make reasonable adjustments
- Documenting HR actions and mastering the essentials of good note taking.

**This course is highly interactive and throughout the day participants will take part in group discussions and work through case studies to support knowledge and practical skills.**

### Cost:

👤 Members **£475pp + VAT** | 👥 Non-Members **£525pp + VAT**

To secure a place, please contact  
John Gibson at [john@eefni.org](mailto:john@eefni.org). All bookings are subject to our Terms of Business attached.