

Course : HRBPs and Local HR Representatives: Providing Support, Offering Guidance, and Exercising Influence

Manage HR risks and enhance your operational impact

Practical course - 2d - 14h00 - Ref. HRP

Price : 1620 CHF E.T.

NEW

The roles of Human Resources Business Partner (HRBP) and local Human Resources Manager (HRM) are undergoing significant changes amid increasingly complex labor laws, a growing number of sensitive situations, and heightened expectations from managers. Beyond legal expertise, HR professionals are now expected to be true decision-making partners, capable of ensuring compliance, informing managerial decisions, and making HR policies understandable and actionable. This two-day training program helps strengthen risk management, advisory skills, and day-to-day operational impact.

Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Ensuring sound HR decisions in high-risk situations
- ✓ Identify the main social and legal risks
- ✓ Advise managers with a clear and assertive approach
- ✓ Transforming HR policies into simple, actionable messages
- ✓ Strengthen their impact and credibility in their role as HR Business Partners (HRBPs)

Intended audience

HR business partners, local HR representatives, HR managers, and HR specialists and administrators transitioning into an HRBP role.

Prerequisites

Experience in an HR role and a basic understanding of labor law.

Course schedule

PARTICIPANTS

HR business partners, local HR representatives, HR managers, and HR specialists and administrators transitioning into an HRBP role.

PREREQUISITES

Experience in an HR role and a basic understanding of labor law.

TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

1 Evolving Your Role as an HRBP/HR Manager

- Understanding Changes in the HR Function
- Identify the expectations of managers and senior leadership
- Moving from an operational support role to a decision-making partner
- Anticipating Social and Legal Risks

Group discussion

Analyze how one's own role has evolved and identify new HR challenges

2 Ensuring Safety in Day-to-Day HR Operations

- Apply the fundamentals of labor law
- Identify HR Flexibility
- Securing Contracts and Amendments
- Managing Disciplinary Actions
- Handling Absences and Work Hours
- Comply with maintenance requirements

3 Identifying and Preventing HR Risks

- Analyzing Labor Court Risks
- Preventing URSSAF Risks
- Integrating Occupational Health and Safety Issues
- Assessing the Risks Associated with Management Decisions

Case study

Analyze a complex HR case involving multiple risks. Work in small groups using a risk analysis grid. Present and discuss the analyses as a group.

4 Developing Your Ability to Advise and Influence Others

- Building HR Legitimacy
- Adopt a credible advisory approach
- Reframing a Risky Request
- Making Your Case and Influencing Others Without Being Pushy

Hands-on work

Guided role-playing exercises. Simulation of an HR consulting interview. "HR phrasing" workshop to help participants formulate clear, focused, and assertive messages. Group debriefing on body language and communication.

5 Analyze legislative changes and their impact on HR

- Identify recent developments in labor law
- Analyze their operational impacts
- Turning Rules into Concrete HR Actions

6 Communicating HR Information Effectively

- Identify barriers to understanding HR messages
- Tailor messages to different audiences
- Choosing the Right Communication Channels
- Simplifying Legal Content

TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.

7 Ensure that HR policies are understood and followed

- Apply the principles of HR education
- Distinguishing Between Key Messages and Legal Messages
- Promote compliance with HR policies
- Check for understanding and mastery

8 Organizing Your Monitoring Process and Optimizing HR Efficiency

- Organizing an Effective Legal and Social Monitoring System
- Select the relevant information
- Optimizing Your Personal Organization
- Sharing HR Best Practices

Storyboarding workshops

Discuss existing monitoring practices. Identify the most effective tools and methods. Develop a customized monitoring plan

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Dates and locations

REMOTE CLASS

2026 : 10 Dec.

2027 : 15 Mar., 14 June, 6 Sep., 29 Nov.