

Course : HR management essentials

legal obligations, employment contract, social dialogue
Practical course - 2d - 14h00 - Ref. LRH
Price : 1590 CHF E.T.

★★★★☆ 4,7 / 5

BEST

Human Resources management encompasses an increasingly diverse range of functions and missions that are crucial to the company. This training course will introduce you to the essential knowledge of HRM. You will measure the consequences of your social policy and implement legal obligations.

Teaching objectives

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

- ✓ Knowing the legal provisions applicable to HR
- ✓ Apply the rules relating to different contracts, from hiring to departure
- ✓ Managing working hours and main absences
- ✓ Collaborate effectively with internal and external partners

Intended audience

Managers in charge of a team, HR department staff, managers of small and medium-sized businesses.

Prerequisites

No special knowledge required.

Practical details

Hands-on work

Practical work on managing hiring and absences. Analysis of workplace safety.

Course schedule

PARTICIPANTS

Managers in charge of a team, HR department staff, managers of small and medium-sized businesses.

PREREQUISITES

No special knowledge required.

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 Update your legal obligations

- Understand the role of industry agreements, collective bargaining agreements, legislation and case law.
- Have internal rules, notices and mandatory registers.
- Understand and integrate training obligations.
- Identify the challenges of workplace safety, harassment and discrimination.

Case study

Study of case law and reflection on safety in the workplace.

2 Optimizing and securing recruitment

- Hiring management: personnel administration, personnel files.
- Identify the different employment contracts and clauses.
- Integrate a new employee and monitor the trial period.
- Understand how to terminate an employment contract and the obligatory documents for leaving.

Hands-on work

Hiring management quiz. Drafting an employment contract.

3 Manage working hours, absences and vacations

- Know and apply working time rules.
- Evaluate maximum working hours.
- Take mandatory rest into account.
- Scrupulous monitoring of working hours.
- Manage different types of absence: paid leave, personal, family or sick leave.

Case study

Implementation of telecommuting and changes to working conditions.

4 Dialogue with partners inside and outside the organization

- Understanding the single staff representation body: the C.S.E (Comité Social et Economique).
- Identify the role of the Health, Safety and Working Conditions Committee.
- Communicate with external partners: labor inspectorate, occupational medicine, industrial tribunals, OPCAs.

Hands-on work

Team game on safety communication and social dialogue in the workplace.

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.

Dates and locations

REMOTE CLASS

2026 : 8 June, 21 Sep., 30 Nov.