

# Course : Human Resources, essentials for managers

*Practical course - 2d - 14h00 - Ref. ERH*

*Price : 1590 CHF E.T.*

This training course, designed for managers, covers the essentials of labor legislation, recruitment processes and contract management, as well as the main elements of GPEC, the prevention of psychosocial risks and negotiations with IRP.

## Teaching objectives

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

- ✓ Respect and integrate labor law rules into management practices
- ✓ Recruiting and integrating a new employee
- ✓ Conducting an appraisal interview
- ✓ Contribute to the skills development of its employees
- ✓ Identifying and preventing psychosocial risks
- ✓ Contribute to social dialogue within the company

## Intended audience

This course is aimed primarily at beginner managers, but also at all those who wish to structure their practices.

## Prerequisites

No special knowledge required.

## Practical details

### Hands-on work

Theoretical input and practical exchanges. Feedback, case studies and simulations.

## Course schedule

### PARTICIPANTS

This course is aimed primarily at beginner managers, but also at all those who wish to structure their practices.

### 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 Employment legislation

- Find your way around the French Labor Code.
- Understand the role of the Collective Bargaining Agreement and how to comply with it.
- Research legal information.

## 2 Recruitment and integration

- Understand the main stages of recruitment.
- Integrate diversity and non-discrimination into its practices.
- Supporting and integrating new recruits.

### Hands-on work

Creation of a skills grid.

## 3 The employment contract

- Understand the specific features and constraints of different types of contract.
- Respect the principles and obligations of the trial period.
- Know how much leeway you have in terms of working hours.

## 4 Misconduct and termination of the employment contract

- Managing misconduct.
- Sanctioning an employee.
- Managing the termination of an employment contract: redundancy, negotiated departure, etc.

### Case study

The different situations in which employment contracts can be terminated.

## 5 The appraisal interview

- Knowing the different tools of the Gestion Prévisionnelle des Emplois et des Compétences.
- Master the main stages of the appraisal interview.
- Active listening and questioning techniques.

### Role-playing

Annual appraisal interview.

## 6 Skills development and professional training

- The levers of professional training.
- Identify and optimize employee skills.
- Anticipating changes in skills.

## 7 Prevention of psychosocial risks

- Understand the challenges of Psychosocial Risks for your team.
- Good stress management practices.
- Prevent harassment, violence and suffering in the workplace.

### Case study

Example of moral harassment within a company.

### 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](mailto:psh-accueil@orsys.fr) to review your request and its feasibility.

## 8 Social dialogue

- Understand the role of social dialogue players.
- Know how to negotiate and dialogue with employee representatives.
- Contribute to social monitoring.

### Group discussion

The importance of relations with social partners.

## Dates and locations

### REMOTE CLASS

2026 : 26 Mar., 21 May, 1 Oct.