XCELERATE TRAINING INSTITUTE

your learning & development partner

HUMAN RESOURCES MANAGEMENT (HRM)

# Advanced Employee Relations Training Course

| DURATION | LANGUAGE | FORMAT |
|---|---|---|
| 5 days | English | Classroom / Online |

## Upcoming dates

| Dates | Venue | Format | Fee |
|---|---|---|---|
| 22 – 26 Feb 2027 | Live online | Online (live) | €1,200 |
| 2 – 6 Aug 2027 | Live online | Online (live) | €1,200 |
| 6 – 10 Sep 2027 | Madrid | Classroom | €4,800 |

### Register or ask a question

Online: staging.x8ti.com/course/advanced-employee-relations-training-course-2/

+491631686678 · info@x8ti.com

# Advanced Employee Relations Training Course

## Introduction

Introduction

An expert who knows that employees are the most valuable assets for any organization and work towards managing relationships is called employee relations specialist. Employee relations influence almost every decision made around human resources.

Developing, implementing, administering, and analyzing employee and employer relations is the core of managing a healthy organizational culture, managing conflicts or preventing them from occurring, building and managing employee discipline.

An employee starts experiencing the culture even before stepping inside the organization and being hired, this makes it paramount for each one within the organization to be pleasant and nice to new hires.

Employee Relations Specialist, however, is a key entity that manages people experience and engagement and that’s why ER is the light bearer in any organization.

This Xcelerare training course will empower you in becoming an Employee Relations Specialist who understands the importance of building a conducive environment for the employees.

ER specialist collaborates with management to devise policies that encourage healthy work relationship, provide a sense of trust, safety and belongingness. Also, become a catalyst in the journey of helping the organization excel and disrupt.

Learning Objectives

- Review all the aspects of the HR Function in the organization
- Have an influence on the management and employees, with/out authority
- Be a conduit of effective communication between employees and management
- Analyze the performance and give constructive feedback to improve the productivity
- Create an environment of trust and safety
- Strengthen the management and employee relation
- Understand and utilize proper resources and time in creating effective policies
- Managing the expectations of management and competencies of employees
- Create a healthy work culture to increase productivity and reduce employee turnover
- Coach and counsel employees for improved morale and engagement, consistently
- Enable organizational success by empowering employees with KSA (Knowledge, Skills, Abilities) to perform well at job
- Review and provide annual reports and reward the employees
- Suggest corrective measures wherever employees are off the course
- Provide fair and just environment by preventing any discrimination basis biases (conscious

/unconscious)
- Become skilled at handling challenging employees, situations and take necessary disciplinary actions, if required

Training Methodology

Xcelerate training institute has designed the Employee Relations Specialist Training Course for individuals across levels in any organization. This workshop is a very interactive session as participants from various cultures join in this training program and share their own office experiences and challenges.

Customized modules can be arranged for organization-specific learning requirements. This program involves group discussions, case studies, and role-plays.

Benefits for Your Organization

- Learn to maintain effective practices of the new and existing policies
- Offering benefits, to maintain the balance between the needs and satisfaction of employees
- Act like the bridge between employee and management to maintain balance and increased productivity
- Participants would be able to make sure all the laws have been followed and no discriminating behaviors have taken place
- Lead to effective negotiations of contract and pay-out with the employee keeping the needs of the business in mind
- Participants would be able to maintain and raise the standards of performance and code of conduct
- Boosting the morale and commitment of employees
- Showcase effective leadership skills and support the line management
- Participants would be able to generate loyalty among employees
- Participants would be able to limit job turnover
- Analyze the need of hiring and shortlisting the right competencies

Benefits for You

- Learn to create and maintain the positivity and motivation of employees
- Understanding the needs and efforts of employees, rewarding them well for reinforcement
- Proactively create an environment of safety leading to effective communication and preventing conflict
- Effectively handle grievances as and when required, if at all they arise
- Making difficult and necessary decisions in case of disciplinary conduct
- Making effective plans to avoid mistakes, develop a mechanism of resilience for a quick bounce back
- Managing adherence to maintain greater productivity
- Maintaining a reminder of organizations goal and values throughout the employee journey cycle
- Have knowledge of organizations laws and prevent any non-compliance related set back
- Have extensive knowledge of bargaining procedures for win-win

Target Audience

Employee Relations Specialist, Leaders and Managers, HR personnel, Line Managers, HR experts, OD

Consultants, Independent consultants, Corporate professionals managing people in the business

Course Outline

What role does an ER Specialist play?

- The Context and background; Rationale of ER
- Managing change and helping employees through the transition process
- Managing Culture, Employee Engagement, Conflict management, etc.
- Differentiation between the Role of ER and the Role of the Manager
- Streamlining Policies and Procedures

Critical functions of ER

- Communication, Team building, counseling and coaching etc.
- Activities for recreation
- Rewards and recognition
- Crucial conversations
- Maintaining a balance between performance and growth
- The informal conversation that enhances trust and cohesion (lunch break, coffee and water cooler conversations)

ER's role in Recruitment, Selection and On boarding

1. Pre hiring
- Managing the onboarding experience for an employee
- Regular communication and feedback of timelines and way forward
1. Upon Hiring
- Induction orientation
- Buddy coaching
- Managing employee experience/ preventing overwhelm
1. Probation and Confirmation
- Regular feedback and support

ER as a bridge between management and employee

- Top-down management and communication
- Equal and fair treatment
- Growth opportunities and success enablement
- Resource management and provision
- Meritocracy and promotion
- Diversity and inclusion

Engaging employees through performance management

- MARS Model
- Giving encouraging and constructive feedback
- Rewards and recognition

- Handling crucial conversations around feedback and performance
- Recording and documenting critical incidents
- (TOTAL Quality Management) TQM
- Employee assistance initiatives

Tools and software for ER enablement

- Encouraging and introducing new and existing tools/software for efficient data management
- Setting and abiding to rules
- Maintaining workplace ethics
- Performance improvement and personal development programs for career enhancement
- Maintaining records for audits and organizational success

Enhancing employee skills

- Training and Development (introducing new courses)
- Job Rotation and IJP’s
- Employee exchange program

Role of ER in shaping organizational culture

- Value, Vision and Mission alignment
- Ownership and accountability towards building inclusive culture

Branding

- Inside the organization
- Through various initiatives
- Role modelling and learning from industries leaders
- Outside the organization
- CSR, Charitable activities
- Tie-ups with universities

FAQ’s and Interaction with established and Successful ER’s

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# Registration Form

## Advanced Employee Relations Training Course

Preferred dates: ..... Venue or online: .....

Duration: 5 days Language: .....

Please complete and email this form to us, or register online. We confirm your place and send the invoice within one working day.

### Delegate information

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Official email: ..... Personal email: .....

### Company information

Company name: .....

Address: .....

City / country: ..... VAT / tax number: .....

### Person responsible for training & development

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Email: .....

### Payment

☐ Please invoice me ☐ Please invoice my company

Signature: ..... Date: .....

**Call**
+491631686678

**Email this form**
info@x8ti.com

**Register online**
Open the course page