



**WISSEN
MACHT
ERFOLG**

Course

HR Business Partner

Fit for the requirements
of work 5.0

SUCCESS IS NEVER ACCIDENTAL

THEORY. PRACTICE. ACHIEVEMENT.

YOUR BENEFIT

In the context of the pandemic, the work of HR departments has become more visible within the companies: HR departments were responsible for security measures, labour law implementation of short-term regulations and/or the processing of subsidies. All of this has brought the HR departments in the companies much more into focus.

To maintain this new standard of professionalism, the employees of HR departments must act with a high professional standard and be fit for the requirements of work 5.0.

TRAINING METHODOLOGY

The course is conducted in blended learning mode: in 14 online meetings, the content is implemented in practical exercises. Between the online meetings participants deal with the content in different ways in 12 self-study-units. In this blended learning mode, films, articles, exercises, and peer group meetings (online) will be used to work through the different topics in order to practically apply the theoretical concepts.

This course is offered with the same content in two separate classes: one in English (Thursday dates) and the other in German (Friday dates). This is intended to provide the opportunity to refresh and practice English language skills, update technical vocabulary, and/or to allow for participation of foreign language learners.

Please note that the focus is on the technical content (HR and communication) and that the English course is also held by non-native English speakers. As a participant in the English course, you should be at English level B1 or above, but even if your English skills are not perfect, you do not need to be shy to speak and discuss here - in the course, your language competence will increase automatically through ongoing discussion and repetition.

TARGET GROUP

- HR Business Partners
- Employees in HR departments
- Those, who are changing jobs and would like to work as HR business partners or HR experts in the future
- Employees in international groups or those, who aspire to such a position

LECTURER



Mag. Renate Kerbler-Pillhofer, MAS, MSc

Business consultant,
Trainer & Coach

**6 MONTHS ONLINE COURSE |
14 ONLINE MEETINGS + 12 SELF-
STUDY-UNITS.
COMPREHENSIVE COURSE ALSO
FOR CAREER CHANGERS & NEW-
COMERS | CONSTANT LEARNING
SUPPORT**



**PLEASE FIND THE DATES
FOR THE GERMAN COURSE
ON PAGE 7.**

Course outline:

January 13th - June 23rd 2022, Virtual Classroom

Kick-off

January 13th 2022, 8:00 a.m. - 2:00 p.m.

- Getting to know the participants and the speakers
- Presentation of contents and procedure of the training
- Introduction to the topic of role understanding

Section 1: HR Business Partner according to Dave Ulrich

January 20th, February 3rd, February 10th and February 24th 2022, 8:00 a.m. - 2:00 p.m.

- HR Business Partner a job for professionals
- Roles and tasks of the HR BP
- The HR BP organization
- The HR value proposition
- Shaping contacts and defining your position

Section 2: Advisory competence

March 3rd 2022, 8:00 a.m. - 2:00 p.m.

- Initiating change and shaping communication
- Success factors for change
- Recognize the typical culture of a company and reflect on one's own behaviour
- The Change Portfolio
- The climate curve in change
- Information and communication in change
- The phases of change

Project management

March 17th 2022, 8:00 a.m. – 2:00 p.m.

- Project definition
- Initial situation
- Target definition
- Project organization
- Project management
- Project communication and marketing
- Project completion
- Planning a project practically

Communication and conflict

March 24th 2022, 8:00 a.m. – 2:00 p.m.

- Basic characteristics of communication
- The 4 sides of a message
- Prepare and conduct targeted interviews
- Effect of YOU and ME messages
- Formulate criticism constructively
- Active listening
- Conflicts Definition and Dynamics
- Stages of conflict escalation
- Structured conversation
- Conducting difficult conversations

Negotiation technique

April 7th 2022, 8:00 a.m. – 2:00 p.m.

- Planning and shaping negotiations
- Cooperative and Competent Negotiation
- Getting to know your own negotiating style
- To get to know and apply the HAVARD BUSINESS_CONCEPT
- Conduct negotiations





Consulting and coaching

April 21st 2022, 8:00 a.m. - 2:00 p.m.

- Think systemically
- Coaching and internal consulting
- The coaching process
- Questions in coaching and consulting
- Selected coaching techniques

Section 3: HR Toolbox for HR BP Recruiting

April 28th 2022, 8:00 a.m. - 2:00 p.m.

- Develop position-specific requirement profiles
- Prepare interview guides
- Get to know different interview techniques
- Observe inadmissible and critical questions
- Get to know interview phases in detail
- Analyse application documents
- Prepare interview guidelines
- Online interviews
- Evaluate results and make hiring decision
- Conduct recruiting interviews

Project work in peer groups

May 5th, 12th, and 19th 2022, 8:00 a.m. - 2:00 p.m.

- On the basis of the contents already worked out, the participating group chooses a project topic
- Self-organisation of the group: project structure, teamwork
- Technical elaboration of the topic with initial situation, basics, application in the company
- Project communication and marketing

Performing and training

June 2nd 2022, 8:00 a.m. - 2:00 p.m.

- Competence Management
- Performance Management
- Management by objectives (MbO)
- Learning and training
- Designing a development program
- Education controlling

Agile Human Resource Management

June 9th 2022, 8:00 a.m. - 2:00 p.m.

- Digitization and networking
- Agile: fast (and) changing: Agility as an attitude
- Terminology: from agile mind set to Scrum
- Prerequisites in the agile working world: Participation & self-direction
- Self-organisation and leadership with agile concepts
- What competencies do employees need in the "agile world"?
- Personnel processes in agility
- Methods of agile teamwork: storyboarding, estimation, daily, kanban, delegation poker, consensus building, flow concept, lean coffee, instant open space, retrospective, collegial consultation and much more.

End of course

June 23rd 2022, 8:00 a.m. - 2:00 p.m.

- Project presentation
- Lessons learned
- Course closing event



SCHEDULE OVERVIEW

English Course	German Course	Subject
13.01.22	14.01.22	Kick-off
20.01.22	21.01.22	HR BP according to Dave Ulrich
Self-study-unit	Self-study-unit	HR Business Partner a job for professionals
03.02.22	04.02.22	HR Business Partner a job for professionals
Self-study-unit	Self-study-unit	Roles and tasks of the HR BP
10.02.22	11.02.22	Roles and tasks of the HR BP
Self-study-unit	Self-study-unit	The HR value proposition
24.02.22	25.02.22	The HR value proposition
Self-study-unit	Self-study-unit	Change Management
03.03.22	04.03.22	Initiating change and shaping communication
Self-study-unit	Self-study-unit	Project Management
17.03.22	18.03.22	Plan and implement projects
Self-study-unit	Self-study-unit	Communication and conflict
24.03.22	25.03.22	Conducting difficult conversations
Self-study-unit	Self-study-unit	Negotiation technique
07.04.22	08.04.22	Practice negotiations
Self-study-unit	Self-study-unit	Consulting and coaching
21.04.22	22.04.22	Hold consultations
Self-study-unit	Self-study-unit	Recruiting
28.04.22	29.04.22	Conduct recruiting interviews
Group Project	Group Project	
05., 12., 19.05.22	06., 13., 20.05.22	Peer group
Self-study-unit	Self-study-unit	Performing & learning
02.06.22	03.06.22	Design programs / develop strategies
Self-study-unit	Self-study-unit	Agility
09.06.22	10.06.22	Agile personnel management
Self-study-unit	Self-study-unit	Finalization Final presentation
23.06.22	24.06.22	Closing



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Course

HR Business Partner

Date and Venue: January 13th - June 23rd 2022, Virtual Classroom
8:00 a.m. - 2:00 p.m.

Fee per participant: € 6.990,- (14 online meetings + 12 self-study-units)
incl. the popular ARS Akademie-Services*

*More details on www.ars.at/service. Fees excl. 20% VAT. Registrations will be considered in the order they arrive and according to the availability of places. We kindly ask you to transfer the participation fee by the date of the seminar after receiving the invoice. The invoice will be sent via e-mail. Errors and price alterations reserved. More details and discounts can be found on our website respectively to AGB & Cancellation on ars.at/agb. Imagefotos: © iStockphoto

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