

HR Assistant Diploma

This diploma will give you a broad range of skills, including the principles of HR and advanced IT skills.



This diploma is for those who want to take on an assistant role within an HR department. Ideal if you hold a longer term ambition to work as a HR Manager, it will give you a great foundation of skills to start to look for assistant positions.

Our HR Assistant Diploma has been developed to give you the professional skills you need to get a job within any HR department or take on HR duties and succeed.

Within any organization, it's the people who make the biggest difference to its overall success – especially if they feel motivated, highly valued and supported in their roles. So, it's of paramount importance that people wishing to have HR responsibilities are highly skilled.

Our HR Assistant diploma will give you a broad range of skills, including understanding the principles of HR and advanced IT Skills.

Aims and Objectives

The HR Assistant Diploma will give you a great foundation to take your career in any direction – be it in a broad HR role or moving into the specialist areas of employment law, payroll or training and development.

Pre-Requisites

You don't need to hold any specific qualifications before starting this diploma training.

Career Path

HR is a unique role which is guided by specific rules and regulations. From the position of HR Assistant you could progress to become HR Manager or run your own HR consultancy business.



CPD Points 160

(Awarded CPD points upon successful completion).

Core Courses

HR Essentials in Ireland

HR Essentials in Ireland is an entry-level HR training course. You'll learn essential knowledge on areas such as recruiting new staff, employment contracts, salary processing and maternity rights.

Sage Payroll – Manual & Computerised

This comprehensive payroll training course provides a thorough introduction to payroll principles in the manual section, and in the computerised section you create real life payroll scenarios using Sage Micropay.

Recruiting for Success

This course has been designed to teach you how to use the best interview techniques to assist with bringing on board the best employees to enable success for your organisation. The three modules in the course explore the following: Hitting the Recruitment Bull's Eye, Applicant Screening: The First Step in Hiring the Best, Concluding an Effective Hiring Interview.

Mentoring

You'll learn the skills to make you a great and inspiring mentor, with great communication skills. We'll also cover the challenges which you may face, and how to overcome them.

Team Leadership

This course is designed for those who need to gain an understanding of key leadership skills. Also it would be relevant for Team Leaders or experienced staff being given leadership or management responsibilities.

Inducting and Retaining for Success

This course has been specifically designed for those who wish to work in an HR capacity. The course provides an overview of the induction process and a guide to successful retention of staff. The three modules in the course explore the following: organisation and HR: Structure of the HR Function, Ensuring Onboarding Success, Management of People: Talent Acquisition and Retention.

LinkedIn for Jobseekers

If you're looking to maximise your reach and network while searching for a new role, this course will give you valuable advice and guidance on making sure you're using LinkedIn to the fullest.

Effective Business Communication

This excellent course will raise your game when it comes to business communication skills, which are often top of the list of qualities demanded by employers.

Word

Our Microsoft Word course is designed to provide you with the essential skills you will need to be proficient in Word in a work environment in as short a time as possible.

OR

Word Expert

This training in Microsoft Word will propel your Word skills forward to an advanced level. Over several lessons, you'll become confident in a range of Word's more sophisticated features.

Excel

This course is suitable for beginner to intermediate level. Over 10 self-paced lessons, you'll learn how to format your spreadsheets to best display your information, handle simple and complex formulas, insert charts, learn how to insert functions, such as IFERROR, and much, much more.

OR

Excel Expert

Our Excel Expert level course will provide you with the knowledge and skills to use this popular spreadsheet program to an advanced level. Over a series of self-paced lessons, you'll learn how to perform tasks such as conditional formatting, recording and running macros, working with pivot tables, and using statistical functions.

Outlook

This flexible study course takes you through everything you need to use this popular email software as a work tool, from navigation and views through contacts and appointments, to tasks and folders.

PowerPoint

Our PowerPoint training course will help you get to grips with this comprehensive presentation software. With this course under your belt, you'll be ready to produce polished, professional presentations.



Guideline Learning Time
160 hours flexi study