

## HR-English Course, from Level B1

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Here are possible topics for a HR-English course:

**HR Strategy:**

- Linking business and HR strategies
- Developing an HR strategy
- Writing up the HR strategy

**Employee resourcing and talent management:**

- Researching a resourcing plan
- Producing a resourcing plan
- Solving resourcing problems

**Recruitment and selection:**

- Defining job requirements
- Identifying suitable candidates
- Conducting interviews
- Choosing the right candidate

**Training and development strategy:**

- Writing a training and development strategy
- Designing learning interventions
- Producing a development programme
- Evaluating training and development

**Coaching, mentoring and counselling:**

- Coaching in the workplace
- Conducting a mentoring session
- Delivering a counselling service

## Common European Framework of Reference for Languages (CEF)

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ADVANCED LEVEL	C2	At the end of level C2 you can understand and use colloquial and idiomatic expressions and use the language for challenging, academic contexts both orally and in writing.
	C1	At the end of level C1, you can lead complex conversations spontaneously and effortlessly, understand technical articles and technical instructions, express yourself in written form clearly and precisely at an adequate language level.
INTERMEDIATE LEVEL	B2	At the end of level B2 you can follow longer contributions on abstract topics and understand news broadcasts. Orally you can communicate spontaneously and fluently and in writing you can comment on content personally and formally content.
	B1	At the end of level B1 you can understand the essentials of a discussion when clear standard language is used and when familiar, concrete content is used. You can cope with most everyday situations, report on experiences and justify opinions.
ELEMENTARY LEVEL	A2	At the end of level A2 you will be able to understand frequently used expressions, when it has to do with simple information about daily life such as shopping, work, and family. You can describe your circumstances and things in simple terms and describe everyday life.
	A1	At the end of level A1 you will be able to understand and use familiar expressions and simple sentences. You can introduce yourself, communicate information to persons and communicate in a simple way when a partner speaks slowly and is ready to help.