

## HUMAN RESOURCE MANAGEMENT

Category: 6-month course



We are pleased to offer the professional course, that allows you to gain the skills required to work as a specialist in the field of human relations.

Practical skills and competences gained during the course **HUMAN RESOURCE MANAGEMENT**, include recruitment and selection of employees, tools of employee appraisal, systems of salaries, regulations of employment law, personnel and salaries, staff management, human resources and motivation systems.

### 6-month vocational course

- next starting 6-month vocational courses:
  - 2<sup>nd</sup> December 2019 - 31<sup>st</sup> May 2020
  - 1<sup>st</sup> February 2020 - 31<sup>st</sup> July 2020
  - 2<sup>nd</sup> March 2020 - 31<sup>st</sup> August 2020
- the number of the course hours: 180 (1 course hour = 45 minutes)
- learning system to choose from: 2-3 x a week or weekend system on Saturday
- group size: 1 - 10 participants
- place of the course: educational units of the Zabielski Foundation /centre of Warsaw/
- language of instruction: English
- fees: 250 EUR registration fee paid during application, not refunded, also if the visa will be refused. 1500 EUR course fee paid 2 weeks before the start of the course. Payment in EUR or PLN equivalent. In the case of TRC application in Poland, registration fee and course fee are required in advance.
- information and application: [admission@wmsb.edu.pl](mailto:admission@wmsb.edu.pl) /[admission@zabielskifoundation.org](mailto:admission@zabielskifoundation.org)
- visits for additional information by appointment

## The programme of the vocational course

Practical skills gained during the course, include:

- recruitment and selection of employees
- tools of employee appraisal
- systems of salaries
- regulations of employment law
- personnel and salaries
- staff management
- human resources
- motivation systems
- creating business models
- negotiation techniques
- interpersonal communication
- personal marketing
- public speech

## The course plan

• Personal Policy • Assessment of Work Position • Motivation Systems • Competences Management • Talent Management • Employee Training • Personal Auditing • Leadership • Negotiation • Personal Controlling Recruitment and Selection • IT System in HR Management • Personal Consulting • Employee Appraisal • Employment Law.

## Application process for visa procedure

1. Sending inquiry with scan of the passport to: [admission@wmsb.edu.pl](mailto:admission@wmsb.edu.pl) or [admission@zabielskifoundation.org](mailto:admission@zabielskifoundation.org)
2. Getting an offer letter.
3. Payment of the course registration fee.
4. The letter of acceptance, proof of payment of the registration fee and confirmation of the accommodation are issued and sent to Candidate for the visa applying.

ZABIELSKI FOUNDATION  
European Vocational Education Institute  
Podwale Street 13/15, 00-252 Warsaw

[admission@wmsb.edu.pl](mailto:admission@wmsb.edu.pl)  
[admission@zabielskifoundation.org](mailto:admission@zabielskifoundation.org)  
tel. (+48) 518 078 003

*Join us now, learn and share knowledge !*