

## CIPD Fundamentals Program

*Berlin (Germany)*

*11 - 22 January 2027*

UK Training

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## CIPD Fundamentals Program

Code: HR32 From: 11 - 22 January 2027 City: Berlin (Germany) Fees: 9400 Pound

### Introduction

The CIPD Fundamentals Program offers a clear and comprehensive introduction to the core principles of Human Resources HR and Learning & Development L&D. Designed for beginners, administrators, and early-career HR professionals, this 10-day program equips participants with the essential knowledge and practical skills needed to support HR functions with confidence.

Through interactive sessions, real-world examples, and hands-on workshops, participants will develop a strong grasp of HR foundations, the employee lifecycle, and basic learning practices—preparing them to progress toward more advanced CIPD pathways.

### Course Objectives

By the end of the program, participants will be able to:

- Understand the role and value of HR and L&D in organizational success.
- Identify the key components of the HR function and the employee lifecycle.
- Support recruitment, onboarding, and performance processes effectively.
- Conduct simple Training Needs Analysis TNA and assist in learning activities.
- Apply basic labour law concepts and internal HR policies.
- Communicate professionally with employees and stakeholders.
- Recognize the importance of ethics, professionalism, and workplace culture.
- Contribute confidently to HR administrative tasks and projects.

### Course Outlines

#### Day 1 - Introduction to HR & CIPD

- Overview of CIPD and professional standards.
- What HR does: purpose, scope, and value.
- The employee lifecycle model.
- Group activity: identifying HR roles across different organizations.

#### Day 2 - HR Functions & Responsibilities

- HR operations versus HR strategy.
- Core HR areas: recruitment, training, payroll, employee relations.
- HR as a partner to management.
- Case discussion: how HR influences business performance.

#### Day 3 - Recruitment & Selection Basics

A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a pawn) on it. The pieces are in shades of gold and silver. The text 'UK Training PARTNER' is overlaid on the board.

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- Stages of the recruitment cycle.
- Job analysis and writing job descriptions.
- Screening and interview essentials.
- Workshop: drafting a simple job advert.

#### Day 4 - Onboarding & Employee Integration

- Orientation versus onboarding.
- Creating an effective onboarding plan.
- Communicating policies and expectations.
- Activity: designing a one-week onboarding schedule.

#### Day 5 - Performance Management Fundamentals

- The importance of performance management.
- Goal setting, feedback techniques, and appraisal basics.
- Identifying performance gaps.
- Exercise: conducting a simple feedback discussion.

#### Day 6 - Essentials of Learning & Development L&D:

- Introduction to workplace learning.
- Learning formats: classroom, virtual, blended.
- Principles of adult learning Andragogy.
- Activity: mapping different learning preferences.

#### Day 7 - Basic Training Needs Analysis TNA

- What TNA is and why it matters.
- Simple tools: surveys, interviews, observation.
- Aligning training with organizational needs.
- Workshop: creating a basic TNA checklist.

#### Day 8 - HR Policies, Ethics & Professionalism

- Key HR policies and the employee handbook.
- Workplace ethics and confidentiality.
- Professional behaviours aligned with CIPD standards.
- Discussion: managing sensitive HR situations.

#### Day 9 - Employee Relations & Workplace Culture

- What employee relations encompass.
- Handling minor grievances professionally.
- Building a positive work environment.
- Group activity: analysing simple ER scenarios.

#### Day 10 - HR Administration, Review & Capstone

The logo for UK Training Partner is positioned in the bottom right corner. It features the text 'UK Training' in a smaller font above the word 'PARTNER' in a large, bold, black font. The text is set against a background of a chessboard with several chess pieces (a king, a queen, and a pawn) and a series of concentric white circles radiating from behind the pieces.

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- HR documentation and record-keeping.
- HRIS basics and simple digital tools.
- Participant presentations: solving HR scenarios.
- Program wrap-up and certificate ceremony.

## Why Attend This Course: Wins & Losses!

- Build a strong foundation in HR and L&D practices.
- Gain practical tools to support HR operations effectively.
- Learn through beginner-friendly activities and real case examples.
- Prepare for advanced CIPD qualifications and broader HR roles.
- Strengthen communication skills and professional behaviour.
- Improve employability in HR support and coordination roles.

## Conclusion

The CIPD Fundamentals Program serves as the ideal starting point for anyone entering the fields of Human Resources and Learning & Development. Over the course of ten days, participants gain the essential knowledge, confidence, and practical skills needed to succeed in HR roles and continue their journey toward higher-level CIPD training.

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