CIPD Fundamentals Program

30 August – 10 September 2027
Madrid (Spain)



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Ref: 3255473_342927 **Date:** 30 August – 10 September 2027 **Location:** Madrid (Spain) **Fees:** 9400 GBP

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 2-week 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

- 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

- 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 two weeks, participants gain the essential knowledge, confidence, and practical skills needed to succeed in HR roles and continue their journey toward higher-level CIPD training.

