



LEAD HR
CONSULTANCY

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LHRC™ – Lead HR Consultancy Training

Overall Program Purpose

The Lead HR Consultancy™ (LHRC™) Program is an independent professional development training program intended for educational purposes. The program is designed to introduce HR professionals to HR consultancy concepts, workplace methodologies, practical resources, and organizational approaches commonly encountered in human resources environments.

Through structured learning activities, participants may explore HR review concepts, workplace documentation practices, practical HR systems, sample tools, templates, forms, processes, and related HR methodologies commonly used across different organizational settings.

Module 1: Understanding HR Consultancy and HR Review Approaches

Topics Covered

- Introduction to HR consultancy concepts, workplace documentation, and compliance awareness
- Introduction to assessment forms, checklists, scoring sheets, and their educational purposes
- Overview of HR review approaches commonly used to identify potential improvement areas within organizations

Intended Learning Outcomes

Participants may have the opportunity to:

- Explore the general scope and functions commonly associated with HR consultancy activities
- Review structured questionnaires and assessment approaches used to identify HR improvement opportunities
- Become familiar with diagnostic and review tools commonly encountered in HR consultancy-related environments
- Review scoring approaches used to assess documentation completeness, consistency, and workplace practices

Module 2: Understanding the Lead HR Consultancy Toolkit

Topics Covered

- Review of sample HR forms, including performance appraisal documents, job descriptions, HR processes, and workplace documentation
- Reviewing examples of adapting HR tools to different organizational contexts
- Understanding the educational purpose and practical application of selected LHRC resources

Intended Learning Outcomes

Participants may have the opportunity to:

- Review the structure and purpose of job descriptions, HR forms, workplace documentation, and related resources
- Explore the relationship between recruitment planning and role documentation
- Become familiar with selected recruitment-related HR tools and workplace practices
- Review concepts relating to performance appraisal and employee performance discussions
- Explore selected AI technologies and digital tools relevant to HR professionals

Module 3: Samples, Tools, Forms, Processes, and Internal Rules

Topics Covered

- Overview of practical tools commonly encountered in HR review and consultancy-related activities
- Reviewing HR documentation while considering general workplace, organizational, and legal considerations
- Reviewing the presence and clarity of SOPs and workplace process documentation
- Reviewing examples of performance appraisal structures and supporting HR documentation

Intended Learning Outcomes

Participants may have the opportunity to:

- Review examples of SOPs, HR policies, and workplace documentation
- Explore approaches to evaluating HR documents in relation to organizational practices
- Become familiar with documentation improvement approaches and SOP development concepts
- Review commonly used performance appraisal and KPI methodologies
- Examine examples of HR-related processes across different workplace functions

Module 4: Skills Assessment and Practical Application

Topics Covered

- Introduction to KPIs and role alignment concepts
- Review of appraisal templates, performance scoring approaches, and workplace measurement methodologies
- Review of practical examples relating to job descriptions, HR processes, and interview documentation

Intended Learning Outcomes

Participants may have the opportunity to:

- Increase awareness of HR consultancy-related review areas
- Explore examples of KPIs and measurable performance indicators used in HR environments
- Review workplace considerations associated with incomplete or unclear role documentation
- Understand the value of HR reports and structured workplace documentation
- Practice interpreting sample assessment findings and HR review examples

Educational Resources

Subject to program enrollment, applicable licensing terms, and CIQHR policies, participants may receive access to educational resources, including:

- Sample HR checklists
- Sample forms and templates
- Sample HR processes
- KPI examples
- Performance appraisal examples
- Educational reference materials
- Certificate of Completion

Important Notice

Lead HR Consultancy™ (LHRC™) is a private professional development training program intended solely for educational and professional learning purposes.

Participation in or completion of this program does not constitute government licensing, statutory certification, professional accreditation, employment qualification, legal authorization, regulatory approval, or authorization to provide consulting or other regulated professional services.

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