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ENGLISH FOR HR MEETINGS

- practical phrases you can use immediately

HR meetings in English are now part of everyday work — discussions with business partners, international projects, online meetings, data presentations, or difficult employee-related topics.

At the same time, many of us know English, but during meetings:

- we lack the right words at the right moment
- we are not sure how to sound professional
- we feel stressed when leading discussions
- we hesitate to use specific words because we are not sure if they are correct

This material was created to give you concrete, practical phrases that you can use during business meetings.



What will you find here?

The material is divided into five key areas of business meetings:

How to Start an HR Meeting? 4

How to start a meeting professionally, define its purpose, and present the agenda.

You will find phrases that help build confidence from the very first minutes.

Delivering Information & Moving Between Topics 6

How to communicate information clearly and move smoothly between topics. This is particularly important because we often hear that HR does not speak the language of business, and knowing which structures to use increases the precision of our communication.

You will also learn how to structure your statements and keep participants engaged..

Engaging Participants 8

How to engage meeting participants through questions and discussion.

Ready-to-use phrases for inviting people into the conversation, gathering opinions, and working with the group.

Clarifying, Summarising & Confirming..... 10

How to clarify information and provide summaries in a professional way.

Phrases that help avoid misunderstandings and increase the clarity of agreements.

Closing the Meeting Professionally..... 12

How to close a meeting, summarize decisions, and define next steps.

How to show that the meeting ends with a focus on decisions and actions, which strengthens HR's image as a business partner.

Do you want to be more confident in English? 13



A short, practical course for HRBPs, HR specialists, and managers who want to confidently prepare and deliver HR presentations in English .

How to use this material?

The best effect will be achieved if:

- you will choose few phrases from each section
- you will practice them out loud
- you will apply those phrases during one of your business meetings

You do not need to know everything — few, well -known structures are enough.

Let's start 😊

How to Start an HR Meeting?

Opening | Goal | Agenda

The first minutes of a meeting build a professional image and a sense of control over the conversation. Clearly defining the objective and agenda increases effectiveness and participant engagement. Thanks to your precision in explaining the purpose and the expected outcome of the meeting, participants will understand why it is worth being present here and now.

Opening the meeting

- Good morning everyone, thank you for joining the meeting dedicated to defining the steps we took to increase retention level among our employees
- Thanks for taking the time to meet today.
- I appreciate you being here.

Stating the purpose of the meeting



- The purpose of today's meeting is to discuss... what we already did to maintain retention among our employees and share our further ideas to boost retention.
- The goal of this session is to review... the results of the last engagement survey and identify priority actions for the next quarter.
- We're here today to talk about... the challenges we're experiencing with recruitment timelines and possible ways to improve the process.
- I'd like us to focus on... how we can better support managers in handling performance conversations.
- The main objective is to agree on... the next steps regarding the restructuring plan and communication to employees.

Setting expectations

- By the end of this meeting, we should have... a clear understanding of the main retention risks and a shortlist of actions we want to prioritise.
- What I'd like us to achieve today is... clear understanding of the recruitment priorities for the next quarter and agreement on realistic timelines.
- Hopefully, we can leave this meeting with... a shared approach to handling performance concerns in the team.
- My intention is to clarify... expectations regarding the new HR processes and answer any questions you might have.

Presenting the agenda

- Let me briefly walk you through the agenda.
- We have three main points to cover today.
- First, we'll look at..., then we'll move on to..., and finally...
- I suggest we start with... a quick overview of the current recruitment status and then move to the challenges we're facing
- Does that agenda work for everyone?



Checking understanding

- Does that sound good to you?
- Is there anything you'd like to add?
- Are we all on the same page with the objective?
- If there is anything needing clarification, please let me know

Delivering Information & Moving Between Topics

Clarity | Structure | Transitions

Well-structured communication helps participants follow the conversation and increases your credibility as a business partner. In today's world, we are used to constant stimulation, which often leads to distraction and difficulty in processing information. Therefore, the clearer the message, the better we understand what and why we want to say something, and the simpler and more structured our communication is, the easier it is to maintain both the attention and the understanding of our listeners.

Sharing information clearly

- Let me give you a quick overview... of the engagement survey results before we go into the details.
- I'd like to share some updates regarding... the new performance management framework
- Here's what we know so far.
- Let me explain the context first.
- I will share what we want to introduce and what are the underlying reasons.



- From an HR perspective, this means... we should consider additional training for team leaders

Structuring your message

- There are three key points I'd like to highlight... the current recruitment challenges, the impact on team workload, and the proposed solutions.
- The most important thing to remember is... that employees need clarity on the reasons we are introducing organisational changes.
- What this comes down to is... prioritising the initiatives that will have the biggest impact on engagement
- The key takeaway here is... that our onboarding process is working well, but there is still room for improvement in terms of involving managers sharing their knowledge.

Moving between topics

- Let's move on to the next point.
- Now I'd like to turn to... the challenges managers are experiencing with performance management.
- This brings us to... the topic of employee retention and what we can realistically improve.
- That leads us to the question of...whether we should still keep that initiative running.
- Building on what we just discussed... we can now look at the proposed timeline

Emphasising important points

- It's important to note that... the increase in turnover is mainly affecting our most experienced employee



- What's particularly interesting here is... the difference between employee expectations and manager perceptions
- One thing worth mentioning is... that onboarding satisfaction has improved significantly since the last changes
- What we're seeing in practice is... that early conversations help prevent escalation of problems late

Keeping attention

- Let me give you an example... In one of our teams, employees were receiving tasks from two different managers with conflicting deadlines, which created frustration and negatively affected their performance and engagement.
- To make this more concrete... reducing time-to-hire by even two weeks can significantly lower workload pressure on the team.
- Imagine a situation where... a key employee leaves unexpectedly – I that case we can lose know – how that was kept in the mind of just one person.
- In real terms, this means... we may need to prioritise hiring for critical roles first.

Engaging Participants

Questions | Involving Others | Interaction

Engaging participants increases the quality of decisions and the sense of shared responsibility. When we only listen, it is harder to stay focused and to relate to what someone is saying. However, when we have the opportunity to ask questions, answer them, or add our own comments, we can see our real influence on the topic being discussed..

Asking for opinions

- What are your thoughts on this?



- How do you see this from your perspective?
- What's your experience with this?
- Does this reflect what you're seeing in your team?

Inviting participation

- I'd like to hear from you.
- Feel free to share your perspective.
- Please jump in if you have any comments.
- Anyone else would like to add something?

Checking understanding

- Please check what needs further clarification
- Is that clear?
- Are we on the same page?
- Do you see any risks here?

Encouraging discussion

- Let's look at possible options.
- What could be potential solutions here?
- How could we approach this differently?
- I have an idea although I believe I need your guidance in that
- What comes to your mind when you consider that idea

Managing silence

- Take a moment to think about it.
- I'm happy to give you a minute.
- No pressure — just share whatever comes to mind.



Clarifying, Summarising & Confirming

Precision | Alignment | Decisions

Summaries and clarifications help prevent misunderstandings and save time in the future. When we summarize, we also understand better what is most important in our message. Additionally, we leave the audience with the key points of the meeting that are worth remembering.

Clarifying information

- Just to clarify... re you saying that the main concern is the workload rather than the number of employees in the team?
- Let me make sure I understood correctly... you would like HR to support managers more in handling performance issues, is that right?
- So what you're saying is... that the timeline is too ambitious given the current resources?
- Could you elaborate on that?
- Can you give an example?

Rephrasing

- In other words... the problem is not the recruitment strategy but the approval process
- What this means is... we should invest more time in manager training
- To put it differently... employees need more clarity rather than more communication
- From an HR point of view... early intervention could prevent escalation later



Summarising during the meeting

- Let me summarise where we are. We've identified the main retention risks and discussed possible actions, but we still need to agree on priorities.
- So far, we've discussed... the recruitment challenges, workload concerns, and potential solutions to support managers.
- What we've agreed on is... focusing first on critical roles and reviewing the onboarding process.
- The main points are... the increase in turnover, the impact on team performance, and the need for clearer communication.

Confirming alignment

- Are we aligned on this?
- Does everyone agree?
- Is there anything we're missing?
- Are we comfortable with this approach?

Moving toward decisions

- What would be the next step?
- How should we proceed?
- What would you recommend?
- Are we ready to decide?



Closing the Meeting Professionally

Decisions | Action Points | Next Steps

A professional closing of a meeting increases the effectiveness of implementing the agreed actions. It creates a sense that we have developed a clear plan and defined concrete next steps, rather than needing another meeting just to remind each other what we actually discussed.

Summarising decisions

- We've agreed on the following points... prioritising recruitment for critical roles, improving communication with managers, and reviewing the onboarding process
- The key decisions are... to launch the leadership training programme next quarter and monitor engagement levels in the meantime

Assigning action points

- The next step will be... to organise training sessions for managers on performance conversations.
- We agreed that... HR will prepare the communication materials, and leaders will deliver the message.
- [Name] will take responsibility for... coordinating the onboarding improvement
- I'll follow up on... the action points we discussed and confirm timelines
- We'll review this by... our next quarterly meeting

Confirming timelines

- We're aiming to complete this by... **by** the end of the month so we can start implementation in the next quarter.
- Let's reconnect next week... to review progress and address any challenges



- We'll come back to this topic in... two weeks once we have more data.
- The deadline is... Friday, so we still have a few days to finalise everything.

Closing politely

- Thank you everyone for your time.
- I appreciate your input today.
- This was a very productive discussion.
- Thanks for your collaboration.
- **Final check**
- Any final questions before we close?
- Is there anything else we should cover?
- If not, we can wrap up here.

Do you want to develop your confidence during presentations in English?

We invite you to join the mini course: HR Presentations in English

Online | Simulations of presentations – plenty of practice | Small groups

A short, practical course for HRBPs, HR specialists, and managers who want to confidently prepare and deliver HR presentations in English.

The program focuses on real business situations, ready-to-use phrases, and presentation practice – without a typical classroom approach to language learning.

Agenda

- ✓ delivering HR presentations in English
- ✓ explaining HR data and processes
- ✓ responding to participants' questions



Emilia Kacprzyk



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