

Get HR

1 Day Open Course



Course Outline

“Putting the manager back in control and empowering her to implement our policies”

Tel: **0845 459 0136**
Email: info@stevewalkerassociates.com Web: www.stevewalkerassociates.com
Cliffe House, 9 Church Hill, Birstall, Leicester, LE4 4DN

Get HR - 1 Day Open Course

Benefit

People are a company's most valuable asset - knowing the correct procedures of HR and Employment Law is a vital skill in business today. Get a clear understanding of the essential elements of Human Resource Management within the workplace from this one day course.

Who Should Attend?

This 1 day course will benefit all who deal with Human Resources within the workplace: right through from experienced HR staff wishing to keep up to date to new employers in business looking to grow and develop.

Course Content:

AM

- Icebreaker – Introductions and agenda setting with the delegates
- What is HR – why it makes a difference and what are the consequences of non-compliance?
- What are the building blocks of an effective HR system?
- Recruitment - how to structure a system to minimise the risk of selecting the wrong candidate whilst minimising the risk of employment tribunal claims
- Recruitment - necessary documentation in simple stages
- Recruitment - interviewing techniques: the dos and don'ts

PM

- Staff Retention – review of the common problems businesses encounter
- Managing absence – effective tools for the management of both short and long term absenteeism
- Poor performance – techniques for addressing performance issues
- Formal procedures – dealing with discipline - a guide to the statutory procedures and minimum standards for compliance
- Time to terminate – a practical analysis of the potentially fair reasons for the termination of employment

Trainer – Ruth Ingman

Ruth has over 15 years legal experience, starting her career at the Bar in Birmingham in 1991. She specialises in providing tailored solutions in the field of HR and Employment Law for small to medium sized businesses, emphasising the practical aspects of effective HR management. Ruth has the ability to ensure delegates are confident in recognising and addressing issues of legal compliance whilst balancing the needs of the business in a practical commercial context. Ruth is currently President of the Leicestershire Chamber of Commerce and a Fellow of the RSA.

Price: £250+vat per person

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