
HR Essentials

Course Duration : 2 days

Course Overview

This course is aimed at staff within organisations who possess very little formal knowledge of personnel management but have a level of responsibility for it. The course is intended to raise awareness and understanding of the main areas of involvement.

The workshops are designed to be highly interactive using a combination of discussion, exercises and quizzes, examples of best practice and recent case law to help participants apply the techniques to their every-day work and problems.

It greatly enhances the relevance and understanding of the course if reference can be made to existing policies, procedures and problems experienced within the workplace.

Prerequisites

- No previous knowledge is required.

Course Content

DAY 1

Recruitment, Selection & Interviewing Skills

The Recruitment Process

Selection Techniques and Interviewing Skills

Current Legislation, including Discrimination and Data Protection

Contracts, References & Effective Induction

Different types of contracts

Essential contents

How to vary a contract of employment

References - good, bad or indifferent

Successful induction techniques

Staying legal - what you can and can't do!

Policies, Procedures & Record Keeping

Policies and procedures make good practice

The essential policies

Communication, application and amendment

Links between Contracts and Employee Handbooks

Keeping records

Data Protection

Sickness and absence records

Identifying & Analysing Training Needs

The Training Cycle

How training needs arise / possible symptoms

Training needs analysis

Collecting data



DAY 2

Managing Absence

The difference between sickness and absence

Monitoring and recording absence

Obtaining medical evidence

The differences between handling long and short term sickness absence

Return to work interviews

Managing Performance & Staff Appraisal Systems

Elements of a Performance Management System

Performance expectations and support

Reviewing and appraising performance

Staff morale and motivation

SMART Objectives

What if it all goes wrong? – How to handle poor performers legally

Disciplinary & Grievance Handling and Dismissal

The essential aspects of applying discipline at work

The difference between performance improvement, discipline and grievances

Applying the law with respect to handling discipline and dismissals

Statutory requirements

Gathering evidence

Misconduct and gross misconduct

Grounds for dismissal

Discrimination

Fair or unfair dismissal?

Related Courses

[Equality and Diversity](#)

[Appraisals and PDR's](#)

[Conflict Management](#)

Training Options

- Private courses delivered at client's premises throughout the UK, at our training venues or a convenient third-party location
- Bespoke customised courses written to your specific needs, delivered at client's premises throughout the UK, at our training venues or a convenient third-party location
- For further information please contact us on 0191 377 8377

What's Included

- Relaxed refreshment area at our training venues
- Lunch and refreshments when training is delivered at our training venue
- Comprehensive course manual and exercises