



HR for Non HR Managers

Understanding People

Understanding HR Management

Understanding Communication

Understanding People Policies

Developing
your people
to enable
them to give
of their best

Duration: Half day or whole day depending on your requirements.

Who is it for?

Managers and administrators with people management responsibilities who need to gain an understanding of the legal implications that Human Resource practice has on their day-to-day decisions.

Objective

This course will provide participants with the knowledge and skills to develop confidence in dealing with HR practices and employment law issues in the work place

Learning Outcomes

At the conclusion of the course, participants will be able to:

- Understand the policies and procedures of their organisation
- Work within the parameters of employment law
- Understand basic employment rights and employer responsibilities
- Recruit high calibre staff
- Demonstrate an understanding of discrimination laws
- Define their HR responsibilities as a people manager
- Manage sick absences
- Understand the disciplinary process
- Understand unfair dismissals and tribunals

Course outline

Participants will consider the following topics:

- Employment Law
- Job Descriptions and Person Specifications
- Recruitment and Selection
- People Management Policies
- Diversity in the workplace
- Maternity and Paternity Leave
- Employment Tribunal Process
- Health and Safety
- Disciplinary and Grievance Procedures

During whole day courses, participants may take part in simulated scenarios to build confidence and reduce anxiety in a real situation. Video may be used to help provide constructive feedback for future development.