

OPEN COURSE SCHEDULE - June to December 2010

HR FOR OFFICE MANAGERS AND HR ADMINISTRATORS

A 3 day workshop - 10th, 17th, 24th November 2010
Redditch £375 & VAT

The Objectives for the course are:

1. To understand the employment cycle and the role of effective HR administration.
2. To understand aspects of employment law and how they relate to HR administration.
3. To introduce tools and techniques for effective administration and HR Systems

HR FOR NON HR

NEW FOR 2010

13th October 2010 Redditch £140 plus VAT

The Objectives for this course are:

1. To enable the Manager, Director or Business Owner responsible for Human Resources to understand the key elements of the Employment Cycle.
2. To highlight priorities and to explain how to ensure legal compliance as a minimum.

APPRAISALS AND FEEDBACK FOR THE FAINTHEARTED

22nd September 2010 Redditch £140 & VAT

The Objectives for this course are:

1. To understand what makes an effective appraisal or performance review
2. To understand how to structure an appraisal and performance review
3. To demonstrate how to give feedback in a way that promotes effective performance.

HANDLING REDUNDANCIES

16th June & 29th September Redditch £140 & VAT

The Objectives for this course are:

1. To understand the alternatives to redundancy and how these can be used by the employer
2. To understand the legal requirements of a redundancy situation
3. To demonstrate how to practically handle the process

EMPLOYMENT LAW UPDATE

7th July & 9th November 2010 Redditch £140 & VAT

The Objectives for this course are:

1. Increase awareness of what has changed and the impact of case law
2. New regulations and their implications
3. Best practice and how to ensure compliance
4. Future and expected new regulations

MANAGING PEOPLE

23rd June & 2nd December 2010 Redditch £140 & VAT

The Objectives for this course are:

1. To develop understanding of the framework within which effective people management takes place
2. To identify the role of influence and communication when working closely within a team environment

HANDLING DISCIPLINE AND GRIEVANCES

24 June & 8th September 2010 Redditch £140 & VAT

The Objectives for this course are:

1. To understand how to comply with the new statutory requirements in relation to disciplinary, grievances and dismissals
2. To understand how to effectively conduct disciplinary and grievance hearings

MANAGING POOR PERFORMANCE

19th October 2010 Redditch £140 & VAT

The Objectives for this course are:

1. To demonstrate the legal framework to handle poor performance
2. The options for handling poor employee performance at different stages in the Employment Cycle including the CEDAR technique.
3. Actions plans for individuals

CRITERIA BASED INTERVIEWING SKILLS

6th October 2010 Redditch £140 & VAT

The Objectives for this course are:

1. To demonstrate the key advantages of a robust recruitment and selection system
2. To identify criteria and to design criteria based interview questions to sit alongside other questions used for selection purposes.
3. To be able to evaluate the evidence gained from this style of question.

NEW FOR 2010

