

HR Essentials - 2 days

This 2-day course is for you if you have limited experience in the fundamentals of HR management.

It covers key employment issues including: recruitment, employment law and performance management.

You will learn how to recruit the right staff, how to support them with appropriate policies and procedures, how to progress their careers and how to manage performance issues.

Course Content

Day 1: Employing Staff

- Key stages of the employment life-cycle
- Employer obligations and employee rights
- Recruiting talent
- Using the internet to attract the right candidates
- The contract of employment
- Essential policies and procedures and the staff handbook
- Welcoming new staff and the induction process

Day 2: Managing Staff Performance

- Engaging and motivating employees
- Overview of the appraisal process
- Introduction to training needs analysis
- The basics of job evaluation
- Overview of handling poor performance
- Managing absence and turnover
- Handling disciplinary & grievance situations

Who is it for?

Managers and HR advisors who need to understand the essentials of human resource management and employment law.

Duration

2 consecutive days

Cost

£790 + VAT for a 2 day open course held on consecutive days.

This course can also be held in-house at your premises or at one of our venues for £2,390 + trainer travel from our Sevenoaks office + VAT. If you choose to use one of our venues,

room hire and catering will be charged at our specially negotiated rates. Unless stated otherwise, travel time is included in the price.