

Managing HR Issues – Performance Management

Duration: 1 day

This one day workshop is designed for Managers, Supervisors or Team Leaders who wish to develop their knowledge and skills of the HR implications of their role in relation to aspects of Performance Management.

The workshop provides a basic overview of the legal requirements when managing disciplinary and grievance issues and an opportunity to practice the skills required to manage meetings – whether they are Appraisal, Disciplinary or Absence related.

Designed for individuals responsible for providing performance feedback to employees; this workshop also focuses on the practical aspects of providing constructive feedback and techniques to get the most out of your performance management meeting.

As a result of attending this workshop, delegates will be able to:

- Describe the basic legal requirements of managing aspects of Performance Management (e.g. disciplinary / grievance / appraisal)
- Identify the necessary steps to prepare, plan and deliver a 'best practice' appraisal meeting
- Identify the necessary steps to prepare, plan and deliver a 'best practice' disciplinary interview
- Investigate their organisation's absence management policy and procedure and compare it was a 'best practice' approach.

Pre requisites

There are no prerequisites for this course