

HR day for Managers and Directors

Duration: 1 Day

Description

This day will give you an overview of your responsibilities as an employer and examine good practice and employment issues that arise regularly in the workplace.

Key Content

- Recruitment and Selection
- Employment Requirements:
 - Terms and Conditions of Employment
 - Staff Handbooks
 - Policies and Procedures
- Equal Opportunities
- Statutory requirements e.g. Disability Discrimination Act, Age Discrimination and how this impacts on and informs policy and practice
- Performance management (to include Discipline and Grievance)
- Termination of employment (Dismissal, Retirement)
- Discussion regarding frequent workplace issues e.g. poor attendance, lateness, underperformance

Whilst in one day we cannot hope to cover every topic in detail we will help you to improve your awareness of your employment responsibilities and how these can be implemented in the workplace and where further information is available.

The day will be highly interactive including group discussion and case studies.

Eligibility

This seminar has been developed specifically for owners/senior managers of organisations who are responsible for the continued success and viability of that organisation.

Pre requisites

There are no prerequisites for this course.