



HR for Non-HR Management

Course Description

This is a very practical and interactive course for those who have responsibility for other people yet have no training in HR and employment issues. It will provide help for line managers to avoid accidental breaches of the law but also help with best practice for managing people.

Target Audience

This course is designed for managers with responsibility for other people who will benefit from knowing how the law operates and knowing which issues they can to deal with and when to bring in HR expertise.

Course Objectives

By the end of the programme, participants will be able to:

- Understand how employment law affects them as managers
- Be able to develop practices which comply with legislation
- Be more effective in managing people through knowledge of HR best practice
- Be more confident in dealing with difficult employee issues
- Have a greater awareness of when to manage issues themselves and when to bring in HR expertise

Course Format

The course will be run as a workshop and include opportunities for discussion and practical exercises.

Course Content

- A look at the development and effects of employment legislation
- The key areas in which a lack of HR knowledge can cause problems for those with responsibility for other people
- Recruitment best practice from identifying the real nature of the vacancy to drawing up job descriptions and person specifications and adverts or agency briefs
- Interviewing which complies with legislation and avoids accidental discrimination
- Understanding employment contracts
- Dealing with grievances and disciplinary processes
- The do's and don'ts of managing absence, both official and unofficial
- Measuring staff turnover and implementing measures to reduce it including feedback from exit interviews
- Monitoring HR implications during times of change for the business
- Case studies to bring the subjects to life

Trainer Donna Shoesmith MInstLM & CiTP Accredited

Donna is an accomplished training and business consultant, with a passion for developing people and businesses. Professional and highly motivated with excellent communication and interpersonal skills, she ensures effective and professional relationships are built with all levels of staff. She is committed to providing highly effective training and development supported by personal, and dedicated, delegate support. She is accredited by the Institute of Leadership and Management to deliver training for and assess candidates of nationally accredited management qualifications.

Duration 1 day

Date 20th July 2010

Time 9.30 am – 4.30 pm

Venue IMC Training Rooms, 16 St Clare Street, London EC3N 1LQ

Fee **£195.00 +VAT** (including refreshments and buffet lunch)

Bookings To reserve a place on this course please contact Tony Gregory
Telephone: 020 7481 9070 or email: tony.gregory@imc-seminars.com