

Hr For Non Hr Managers

Duration: 2 day(s)

Understand how human resources benefit the organisation and how to use effective HR practices.

Who should attend?

Those who need to know and understand basic HR to succeed in their day-to-day roles.

Benefits:

- Build a foundation in key personnel and HR concepts and relate them to 'best fit' in your own organisation
- Better working relationships with others in your organisation through a greater appreciation of the overall picture
- Dynamic team development through successful selection interviewing and effective appraisal techniques
- Evaluate the effectiveness of your HR practice and see where improvements can be made

Course Overview:

- Realise the implications of employment legislation on your organisation
- Learn codes of practice in recruitment, employment contracts, discipline, grievance and redundancy
- Interview applicants and appraise your staff effectively
- Evaluate the consistency of your HR practice
- Increase your knowledge of the format of job descriptions and person specifications.
- Know your role in discipline and grievance cases
- Manage absence effectively, including paternity and maternity leave
- Practice coaching and mentoring as a line manager
- Involve your teams in planning for and making changes
- Engage retention methods that ensure results
- Practical trouble shooting exercises on real life situations