

HR for the Personal Assistant and Administration Staff

Who is it for?

PAs, secretaries and administrators in HR departments or those who have some responsibility for administration or advice on HR issues

What is it about?

Senior PAs and secretaries are often called on for HR advice or to provide HR administration support. This course provides a comprehensive overview of key knowledge and skills required to provide accurate and efficient HR advice and support

Course Overview

- Objectives and introductions
- Patterns of work in flexible organisations
- Planning, recruiting and selecting the right people
- The current and future role of HR in an organisation
- The key HR responsibilities for the PA
- The basics of best HR practice in:
 - Planning for people
 - Finding the right people
 - Developing the organisation through developing people
 - Managing performance and development
 - Putting value on jobs and rewarding appropriately
 - Handling the ethical and disciplinary issues
 - Achieving equality
- Reflection of key learning
- An outline of key current employment law issues
- Where to find on going support in the specialist areas of HR

What do I get out of it?

- Know-how to select and recruit the right people
- Performance management techniques
- An understanding of the effects of rewards and appraisals
- Understanding of the learning cycle to maximise the effects of training
- Knowledge to provide consistent and effective HR administrative support