

Essential HR for Managers - Best Practice & Employment Law

2 Days **HRS1**

OVERVIEW

This is a practical course which introduces participants to the world of employment law and the HR issues that all line managers have a responsibility for.

There is now more employment legislation than ever before, and the need for well informed line managers has never been greater. This two-day course will help participants gain the knowledge and skills to develop their confidence in dealing with HR and employment law issues in the work-place through a series of practical exercises and tools.

DESIGNED FOR

Designed for managers and leaders with line management responsibilities, this course will help them to understand the skills and knowledge required to carry out their legal and HR roles and responsibilities.

LEARNING OUTCOMES

By the end of this course participants will be able to:

- Identify the scope of the line manager's employment law and HR roles and responsibilities.
- Have the insight to professionally deal with personal issues that affect their staff.
- Understand how the current legal framework impacts upon the line manager's role.
- Identify how to avoid legal pitfalls and costs by having an up-to-date awareness of employment law.
- Identify authorised and unauthorised absence.
- Understand how to deal effectively with grievances and discipline issues.

TOPICS COVERED

The Line Managers Role and Responsibilities of Employment Law and HR Issues

- Defining your roles and responsibilities - your current strengths and development areas in relation to your HR role
- The scope and depth of the line manager's employment law and HR duties
- Typical types of employment contract, content and how it affects you as line manager

What are your Legal Responsibilities?

- Identifying the current employment legislation (including race, age and disability acts. Awareness of health and safety at work and the data protection acts)
- Understanding discrimination - positive, direct and indirect.
- Applying equal opportunities and fairness in the workplace

Effective Absence Management

- Identifying what is authorised and unauthorised absence (Including looking at long-term sick leave) and practical solutions on how to deal with absence issues.
- Latest legislation and its effect on you

Handling Discipline and Grievances at Work

- Defining what a grievance is
- How to handle and resolve grievances positively
- Discipline procedures - identifying when and where action is necessary
- Dealing with poor performance
- Employment tribunals - what is involved?
- Understanding how to terminate employment and when to seek the help of a specialist

Personal Development

- Formulating a personal action plan



EXTRA NOTES

*Further Development:
Interpersonal Effectiveness for Managers (IEM)*

An equivalent course is available in Arabic. Please call us for details.