

An Introduction to Human Resources

2 Days

IHR

OVERVIEW

This practical and intensive course provides a broad overview of HR issues and is designed for people embarking on a career in HR, or those taking on new HR responsibilities.

DESIGNED FOR

Suitable for anyone considering or moving into a role in HR, those with responsibility for providing advice on HR as part of their role or those who may be taking on more HR responsibilities.

LEARNING OUTCOMES

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

- Understand the current and future responsibilities for HR specialists.
- Plan for people needs in the workplace.
- Recruit and select the right people.
- Handle sensitive issues - ethical issues, termination, redundancy, sickness.
- Use HR best practice in their role.
- Participate in performance management and appraisals.

TOPICS COVERED

HR - The Role and Responsibilities

- How the function can assist business aims and goals
- The current and changing role - internal consultant and adviser
- Objectives for HR specialists

HR Best Practice - An Overview

- Planning to meet the people needs of your organisation
- Managing successful recruitment and selection
- Finding the right people
- Offers of employment and employment contracts
- Performance management and appraisals

Employment Law

- An outline of key employment law issues

Legal Responsibilities of the Employer

- Contracts - employment contracts, references, medicals
- Termination of employment

Discipline, Redundancy, Dismissal and Absence Management

- Redundancy
- Discipline at work - dealing with poor performance
- The five reasons for terminating employment
- Dismissals - wrongful or unfair dismissal
- Sickness and absence management

Personal Development

- Formulating an action plan

EXTRA NOTES

An equivalent course is available in Arabic, French and Portuguese. Please call us for details.