



HR for Non HR Managers

Aims

This 1-day practical and very useful course is designed to give delegates an introduction to Human Resources and current employment legislation.

Objectives

By the end of this course delegates will be able to

- Understand how modern day employment law works
- Understand how employment tribunals operate. Monetary values
- Understand the basic principles of contractual employment law
- Know how to handle discipline & capability issues
- Know the rules in data protection
- Understand the legal implications of equal opportunities, workplace discrimination and harassment
- Gain an understanding of the recruitment & selection process
- Deal with maternity/paternity issues effectively
- Deal with absenteeism and sickness absence problems effectively
- Be aware of any new developments in employment legislation

Who Should Attend

Managers, supervisors or anyone involved in Human Resources.

Duration 1 Day