

1 – 2 Day Programme

This programme is aimed at managers who have responsibility for managing people in addition to their other management tasks.

Managers attending this programme will gain a thorough understanding of HR policies and practices enabling them to develop a range of skills so that they can work effectively within the local legislative framework.

This programme is highly interactive and blends theory with practical activities such as case studies and role play. There are lots of opportunities for participants to practice using the tools and techniques provided and to gain both individual and group feedback.



Programme Content

- The role of the line manager
- HR responsibilities of the line manager
- An overview of employment law including equal opportunities legislation and the data protection act
- Grievance and disciplinary procedures
- Recruitment and selection processes
- Strategies for motivating and retaining employees
- Managing performance improvement
- Rewarding high performance

Additional Benefits

Participants attending this programme will receive:

- A full colour reference manual
- A HR skills for line managers checklist and toolkit pack

Business Benefits

By the end of the programme participants will be able to:

- Perform the key HR responsibilities of the line manager
- Understand the strategic role that HR plays within an organisation
- Operate within the local employment law framework and know how and where to get additional support or information as required
- Identify and operate HR processes that contribute to the motivation and retention of employees
- Reward high performance
- Participate in recruitment and selection processes
- Manage performance improvement using a standard 'personal development review' process
- Understand how a standard grievance and discipline process works and the role of the line manager in the process

Testimonials

"Easy to understand — legislation in simple language — a great way to get up to date on employment law!"

"I feel like I have a whole bag of new ideas to use with my team. They will make a big difference on how we work together"

"Made me aware of when and how to get help — loads of really useful tips, information, contacts and resources - thanks"