

HR for NON HR MANAGERS

TRAINING



AIM

Operational line managers have varying degrees of involvement in HR related activities and it is critical that they understand, and operate within best practice and comply with legislation. HR for Non HR Managers is a one-day course taking the line manager through the complete employee life-cycle from pre-recruitment to post-termination as well as covering key employment legislation affecting the employer-employee relationship

OBJECTIVES

After completing the HR for Non HR Managers course, you will be able to:

- explain the key stages of the employee life-cycle (from pre-recruitment to post termination) and the associated underpinning legal obligations of employers and rights of employees
- identify how HR contribute to organisational success
- demonstrate when to consult with HR as a line manager
- identify the importance of employee engagement and managing the 'psychological contract'
- identify means of establishing employee performance standards and subsequently monitor and review that performance

TOPICS COVERED

- When to consult HR
- The employee life-cycle and the legal framework for:
 - recruitment and selection
 - employee engagement and managing the psychological contract
 - rewarding employees
 - handling termination of employment
 - managing employee performance and discipline.

INFORMATION

We provide all delegates with:

- Workbooks
- Website Access to:
 - All course material
 - Additional Learning
 - Slide Decks
 - Templates

Additional coaching and support via our 24/7 support line

RESULTS, BENEFITS & FEEDBACK

"The training sessions were very interactive with both individual and group activities. The modules were relevant to my role and the information I gained was easy to translate from the classroom to real life situations. The assignments helped to further my knowledge and allowed me to demonstrate my understanding of the subject.

After completing the course I have been able to put into practice what I have learnt during the sessions to help strengthen my small team and to develop myself as a manager, becoming more focused and being able to lead and motivate my team in an engaging manner."

Trevor Baker, I.M.S Manager

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Graham is a very experienced and dynamic facilitator, who has worked with Supervisors/Team Leaders and Managers at all levels and from all sectors of business on a number of both open and in house programmes. Graham held a number of Senior Line Management positions in HR, training and Development and Operational Management roles in a diversity of organisations from production to financial services, experience, which he uses to add value to his programmes.

LEARNING METHODS

Various techniques are used including, but not limited to:

- accelerated learning techniques
- large and small group discussions
- case studies
- tutor input
- creative learning

OTHER INFORMATION

Delegates require no previous training to attend the programme although it is of greater benefit if they are in a managerial / leadership role and can bring practical challenges to the session for discussion.

This programme can be linked to the Institute of Leadership and Management Qualifications at Level 3 to allow the delegate to receive a Certificate at unit level or as part of an Award, Certificate or Diploma at an additional cost.

LOGISTICS

Programme timings can be agreed to suit your needs, most clients work with 9.30 through 4.30.

COSTS / INVOICING

The programme cost is £700 + VAT (at the prevailing rate).

Invoicing is 30 days nett

HOW DO I BOOK ?

Simply send an e-mail to Dan (dan@rcla.co.uk) listing your preferred dates.

We will make contact with you to confirm availability and to organise the logistics.

At this point we ask you to send either a Purchase Order or a confirmation e-mail to secure your booking. Please note that until we receive this e-mail your chosen dates may still be at risk.

We will invoice you immediately after the event, unless agreed otherwise.