

HR for non Managers

23rd June 10 Glyndŵr University £195 exc. VAT

DURATION: 1 Day

OVERVIEW:

This course gives line managers a working knowledge of HR.

WHO WILL BENEFIT:

Managers with limited knowledge of HR, and Staff who are responsible for HR but have no formal training.

COURSE OBJECTIVES:

- Managers with limited knowledge of HR, and Staff who are responsible for HR but have no formal training.
- Have a knowledge of the elements of a contract of employment.
- An awareness of key elements of employment law
- Improve profits through training
- Understand how the way staff are treated has a direct impact on profit.

- **SMEs in Wales could be eligible for up to 50% subsidy of the total course fee for a graduate-level delegate. For more information on this and other funding opportunities, contact us on**

- **01978 293491 or at**
- **solutions@glyndwr.ac.uk**

KEY OUTCOMES:

- Delegates will be able to prepare competency based interviews and be able to conduct professional interviews.
- Understand how contracts of employment can be used to protect a business.
- A knowledge of employee rights will ensure compliance so companies are not distracted by time consuming and costly tribunal claims.
- Managers will be able to conduct disciplinary interviews so that the requirements of ACAS are met.
- Delegates will be shown a quick and practical way of identifying training needs of employees and how to link these to company objectives so that training and development will improve profits.

COURSE CONTENT:

(Powerpoint/exercices/worksheets etc)

- The course uses practical exercises that can be applied at work. There is a lot of participation to help learning and exchange ideas. Course content can be adapted to suit the training needs of delegates.

TRAINER PROFILE:

Ray Hill

Ray Hill has a wide range of experience in the field of Human Resource Management. He is a Chartered member of the Institute of Personnel Development and is qualified in psychometric assessment. He has an MBA in Human Resource Management and a degree in Chemistry.

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