

SURVIVAL GUIDE TO HR ISSUES(1 day)

Up to 10 delegates

This course aims to enable line managers to become aware of recent updates in employment legislation and confident in handling their organisation's own procedures with regard to a range of employment issues. Also to make appropriate use of HR/Personnel professionals, rather than overstepping or abdicating their responsibilities.

The course is based on the client organization's personnel procedures and the topics covered can be varied to suit requirements

The content is as follows:

Pre-course work:

Delegates are asked to read through their own organization's employment procedures, in preparation for the workshop and quiz.

- Welcome/Intros/Icebreaker /Key questions to be answered.

RESPONSIBILITY FOR SURVIVAL:

- Role of the line manager in handling HR issues

COMPASS – orientating yourself:

- 'HR Blankety Blank' – team quiz based on the organization's personnel procedures, to check existing knowledge and familiarise delegates with the information at their fingertips

HELICOPTER VIEW:

- Overview of recent and upcoming changes in legislation
- Discussion of essential points and questions on:
 - Handling New Employees
 - Varying Terms and Conditions of Employment
 - Maternity/Adoption/Paternity/Parental Leave
 - Redundancy
 - Retirement

MAP MAKING:

- Creating step by step guides to take back to work – delegates in groups create their own 'maps' through organization's procedures using the manuals/information available
- This information is taken back by delegates for typing up and checking by their HR/Personnel Dept
- Feedback, questions and close

