

Human Resources Training –HR for the Non HR Manager (CPD)

Overview

This is a three-day overview of human resource issues facing today's business owners and managers. You do not always have the expertise to deal with the many employee relationship issues you face, and yet you will be expected to make decisions that are both effective and legal. This workshop will walk you through the hiring process, from performing a skills inventory to conducting the interview; discuss orientation; and cover some issues that arise after the hiring process (such as diversity issues, compensation and discipline).

Benefits:

- The latest trends in the human resource field and the changing role of the human resource professional
- How to write job specifications and identify core competencies
- Methods of finding, selecting, and keeping the best people using behavioral description interviewing techniques
- How to get employees off to a good start;
- How to deal with compensation and benefits
- How to maintain healthy employee relations
- How to make performance appraisals a cooperative process.

Course Content:

- Realise the implications of employment legislation on your organisation
- Learn codes of practice in recruitment, employment contracts, discipline, grievance and redundancy
- Interview applicants and appraise your staff effectively
- Increase your knowledge of the format of job descriptions and person specifications
- Know your role in discipline and grievance cases
- Manage absence effectively
- Engage retention methods that ensure results
- Practical trouble shooting exercises on real life situations

Our Guarantee

- Instruction by an expert facilitator
- Small interactive classes
- Specialized manual and course materials
- Personalized certificate of completion

Duration

3 Day Workshop

To book a place on this course, call our booking line on +353 (046) 9249618 or e-mail info@midasgroup.ie or book online