

Basic People Management

Encouraging effective and good Management practice is important for your business. Before you can be an effective people manager you need to start with the basics, this course follows on and incorporates good team leading skills and helps you manage employees in a way which is most beneficial to your type of business, your clients and the local community.

The course is designed to teach managers basic skills and effective practices to influence their work.

Managers, supervisors or team leaders who have responsibility for the management of employees should attend this course

This half day course covers the following:

- An overview of employment law
- The work/life balance, and working hours
- Health and safety, Drug, alcohol abuse and smoking issues
- Disciplinary/grievance, dress code, use of company facilities and avoiding tribunals
- Recruit and retain, Induction, Training and Performance management,
- Leave, absence, flexible working, Data protection and confidentiality
- Pay, reward and benefits

Training Methods: Theory and practical work, case studies and group discussion. Students will take away with them a comprehensive course hand out.

Assessment: is through a written test paper which is marked by the Tutor and then verified by an assessor, for Quality Assurance purposes. To gain a certificate a course mark in excess of 80% is required. On successful completion of the course, students will receive a certificate. Employers will receive all necessary paperwork to provide an auditable paper trail.

