



brook

corporate developments

We collaborate and create sustainable outcomes for your business to develop and grow

Course Overview:

HR for non HR
Managers

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The course content is aimed at first line managers, supervisors, team leaders and anyone who has an element of people management within their day to day role. Content covers the employee life-cycle within an organisation from pre-recruitment to termination of employment. It identifies how HR can actively contribute to the success and future growth of an organization.

Content will include:

Content is aimed at achieving business benefit and impact by addressing a number of key components in effectively understanding management of HR issues including:

- **The Basics of HR Management**
 - The scope of HR management within an organisation
 - How HR contributes to organisational success
 - The employee life-cycle
 - What to deal with and when to get advice
 - Monitoring HR – HR information and data and what it can tell you about your business

- **Recruitment, Selection and Induction**
 - Planning for recruitment
 - Writing job descriptions and employee specifications
 - Finding the right candidates and at the right time
 - Developing interview questions and carrying out interviews
 - Appointing employees and issuing contracts of employment
 - The importance of an effective induction programme for a new employee

- **Performance Reviews**
 - Why performance management is so important
 - How active performance management impacts on the success of a business
 - Aligning performance to organisational culture and corporate strategy
 - Developing SMART objectives
 - Dealing with capability issues

- **Managing Difficult Situations**
 - Dealing with disciplinary and grievance situations effectively
 - The importance of dealing with issues quickly
 - Carrying out workplace investigations
 - Some of the pitfalls to be aware of
 - Dismissing employees

For more information:

enquiries@brookconsult.co.uk or call: (01226) 240 435

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- **Absence Management**

- The cost of absence to your business
- The challenges of managing short term absence
- The challenges of managing long term absence
- The importance of dealing with absence – protecting your business and protecting your employee
- Using 'Return to Work' interviews
- When informal processes should become formal

- **Engagement and Retention**

- The importance of positively engaging with employees – the 'psychological contract'
 - How to engage
 - The benefits
 - Retaining and developing employees
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Format of Delivery

The support will be specifically tailored to the business and/or group needs and contain elements of one to one support to respond to individual's skills gaps.

The training content will be bespoke and specific to this organisation's requirements.

An integral part of the training and skills development will be one of 'experiential learning' by virtue of real, in the business project based activity.

Duration of Delivery

Delivery time and number of participants will be bespoke to employer need with specific dates and phasing by agreement with the company and BCD.

An initial meeting will take place to discuss requirements where duration and selected modules will be decided to form the training programme schedule.

Business Benefits

Training will support employees in people management by increasing knowledge on HR policies & procedures, skills dealing with HR related matters, and increasing capability of individuals in relation to the core responsibilities relating to HR in their respective roles, leading to employee satisfaction and increase brand reputation.

The training will increase knowledge, skills and capability of individuals in relation to the core capabilities that their respective roles require to help drive growth and change in the business.

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