

# Employment Practice

Maximum Participants: 16

Duration: One Day

Timings: 09:30 – 16:30



## Suitable for

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For line-managers and other non-personnel managers who wish to understand the fundamentals of good practice in employment.

## Aim

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To provide an overview HR and personnel responsibilities for non-personnel managers. You will identify current employment legislation and procedures and how these relate to working with staff in your workplace.

## Learning Outcomes

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By the end of the course, you will be able to:

- Define the purpose of personnel within an organisation
- Be aware of the legal framework
- Identify the different types of contract and the key components of an effective contract of employment
- Recognise the issues relating to equality in recruitment and employment
- Describe why grievance and disciplinary procedures are needed
- Establish a personnel record system

You will also leave the course with:

- A sense of achievement
- A toolkit of techniques and practical ideas for releasing your potential
- A Personal Action Plan to take your learning further

## Training Style

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All courses are interactive, using diverse participatory, 'brain-friendly' training methods including: exercises; games/quizzes; handouts and workbook; small/large group discussion; skills practice and trainer input.

All courses are accompanied by a **Welcome Pack** (including some essential pre-course activities to prepare for learning) and a **'Bonus Pack'** after the training with additional tools, and follow-up activities to support transfer of learning to the workplace. (\*email required)

## Other Courses to consider (Visit my website for details of these and other courses)

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- ⇒ Coaching Skills for Managers
- ⇒ Dealing with Difficult Behaviour in the Workplace
- ⇒ Effective Recruitment and Selection
- ⇒ Internal Communication – Don't hear it on the Grapevine
- ⇒ Leadership Skills to Empower and Inspire (2 Days)
- ⇒ Managing Change
- ⇒ Managing Grievances and Discipline in the Workplace
- ⇒ Managing Staff Absence
- ⇒ Motivating Staff for Peak Performance
- ⇒ Supervision and Support
- ⇒ Supervision and Support – The Next Level (2 Days)

## Mike Phillips Training

Releasing potential through learning and development



*"I thought this course might be boring (especially the legal stuff); but I stayed engaged throughout, thanks to Mike's training style."*

*"I'm going away with lots of ideas and tips and I can't wait to put them all into practice."*

## Course Participant

East Sussex County Council



## website

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