

Personnel Management

AGENDA

AIMS AND OBJECTIVES

This half day course will provide delegates with the tools to manage their personnel, motivate and develop their team. Also provides an overview of personnel legislation, law and good practice.

Amongst the topics covered are; Principles of personnel management • Interpersonal skills • Understanding of employment legislation • Employee relations

9.00 am

Introduction and Registration

- Aims and objectives of the day
- The Role of personnel management within your practice
- Key roles and tasks
- Organisation structure
- Managing activities and planning
- Communication skills

Employer/Employee Legislation Brief Overview

- Confidentiality and personal security
- Health & Safety
- Risk Assessment
- Equal Opportunities
- Discrimination; disability, race, sex, age etc
- Data Protection
- SSP, Pregnancy and Maternity Protection

Recruitment, Selection and Retention Brief Overview

- Recruitment including Interview Process
- Job Descriptions
- Qualifications
- Candidate Selection
- Contracts

11.00 am

Brunch

Performance Management/Employee Relations

- Performance Reviews; goals and objective setting
- Evaluation of past performance
- Constructive discussion and feedback
- Motivation and morale
- Disciplinary, Grievance and Appeals Procedure

Staff Training and Development

- Identify training needs; aims and objectives
- Learning cycle and effectiveness
- Training costs and budgets
- Quality training events
- Evaluating course attendance

Sources of Assistance and Reference

Questions

12.30 pm

Close