



# HR for non-HR Managers

Addressing people problems successfully

Learning with a difference...

## Benefits

- A better understanding of the HR function benefits all managers
- Get an immediate summary of what you need to know
- Understand how you can improve your management with a better HR focus

## Pre-Requisites

There are no pre-requisites for attending the HR for non-HR Managers course.

## Course content

- Equal Opportunity Law
- Interviewing, recruiting and hiring
- Measuring and evaluating performance
- How to do performance appraisals
- Reward systems: designing, running and stopping
- Influencing and helping with careers
- Disciplining employees
- Terminating the employment relationship
- Dealing with harassment
- Managing age
- Handling disability issues

## Course overview

Fundamental HR (Human Resource) activities are increasingly being decentralised and handed off to managers like you—line managers working on the front line.

This course shows you how to understand and use the time you spend with your team, getting to know them, listening to them, challenging them, maybe even rewarding them to assess their needs and make the managerial decisions that directly affect them.

Throughout the course you will practise using the tools and techniques in various exercises you will perform and evaluate for yourself.

## Duration

2 days  
9:30 - 4:30

Refreshments are provided on arrival, mid morning and mid afternoon. A buffet style lunch is also provided.

## Book Now

Call our Sales team on  
01295 253253

Experience our tried and tested training methods; have fun while you learn and most importantly - apply what you have learnt in the workplace immediately after you have completed your training!

## Other courses we offer

- Introduction to NLP
- Team leading
- Finance for non-Finance Managers
- Microsoft Project

## What our customers say about our courses

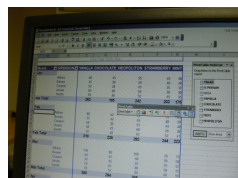
*"I now have a much better understanding of what I might be doing!"*

*"Very knowledgeable training and an abundance of patience"*

*"Fantastic course, thank you so much"*



People Productivity &  
Specialist IT Training



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