

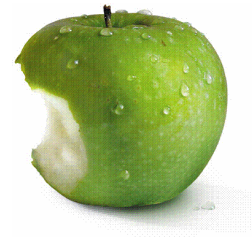
# Bite-sized training

## Employment and people issues

**Interested in training but find full day courses too long?**

**We can offer you bite-sized training where each course lasts 2 hours. Guaranteed.**

**Get up, get trained, and get on with your business.**



We recognise that managers are busy people and that a whole day away from the office in training is a significant commitment. It may also be an overkill - the more you listen the less you remember.

That's why we are offering **bite-sized training**- short courses on specific subjects. Direct and to the point these courses will give you an overview of a particular area of employment law or human resource management. We don't claim that we can make you an expert on a subject in two hours, but we can significantly increase you and your colleague's knowledge and awareness.

### **How does it work?**

Each course is held in our offices at New Walk and lasts 2 hours. They run from 9.00 to 11.00 or 3.00 to 5.00 so that you can plan the rest of the day around them. Tea and coffee will be provided. Listed below are the range of courses we offer. More detail of each course is given overleaf.

If you are interested in any course let us know. You can:

- Fax the attached form to 0116 255 3338
- Email the form to [John.Palmer@harveyingram.com](mailto:John.Palmer@harveyingram.com)

We will run each course once we have enough people to make it viable. We limit the numbers to no more than ten to ensure that you get the best possible training. When we have enough participants we will contact you and discuss dates. If you can't make a specific date don't worry, we will carry your name forward to the next course.

### **Subjects offered are:**

- **Managing Sickness and Absence**
- **Managing the Poor Performer**
- **Discipline and Capability**
- **Recruitment and Selection**
- **Employment Law for Managers**
- **Employment Law for PA's and Office Managers**

### **And the cost?**

£69+VAT per person per course, with discounts for multiple bookings for a specific course, or for booking on more than one course. Alternatively we are happy to run any course for you in-house at a fixed cost of £350 + VAT.

If you require further information please do not hesitate to contact John Palmer on 0116 2574407

# The Courses



## **Managing Sickness and Absence**

Sickness absence can be affect the productivity and performance of your business.

This course looks at types of sickness, measuring tools, development of appropriate policies, techniques to manage the individual situation, the complication of disability discrimination, and some relevant case studies.



## **Managing the Poor Performer**

Poor performers are the bane of a manager's life. The course enables you to identify the poor performer and effectively manage him. We will illustrate different types of poor performer – long term underperformance, group under performance, intermittent ill health - and appropriate responses. We will also identify how good systems of prevention can minimise problems



## **Using your disciplinary procedure**

Do you understand the difference between conduct and capability? Can you issue a final warning as a first warning? Can you suspend without pay? Can you demote an employee? Do employees have the right of appeal in every situation? Are the rules different for senior managers?

The course will take you through the [sometimes] tortuous waters of discipline and dismissal. Go away better understanding what you can and can't do so that real life situations are dealt with more confidently,



## **Recruitment and Selection**

Good recruitment is the essence of a first class workforce. The better recruitment the less problems afterwards, Understand the role of job descriptions and person specifications, interviewing and tests, employment checks and the role of the probationary period.

The course will enable you to ensure your recruitment processes give you the best chance of recruiting the best people. And keeping them.



## **Employment Law for Managers**

Every manager needs to know something about employment law. Even if it is only enough to know when they don't know enough. This course provides an overview of employment law – from restrictive covenants in contracts to TUPE transfers, from employment checks in recruitment to consultation in redundancy. A highly concentrated run-through of the employment issues that managers should know about.