

Online HR for Managers

This Online HR for Managers training course provides a practical toolkit to enable managers to tackle HR issues with confidence.

By the end of the session, attendees will:

- Understand what the HR role and responsibilities are of a leader/manager in a business
- Know the drivers that cause people under-perform?
- Be able to agree effective Performance Improvement Plans
- Know when and how to start disciplinary proceedings - both formal and informal
- Know how to hold effective disciplinary meetings – both formal and informal
- Know when to get HR involved in HR cases

Course Content

- The role of the manager
- What the law says
- Defining under-performance - conduct and capability
- Dealing with HR Issues
- Performance Based Discussions
- Formal Procedures

Course Benefits

Having managers that understand the HR policies and procedures and who take responsibility for managing performance means the business can protect itself against employment tribunals and frees up the HR function to deal with the more serious cases.

Session Breakdown

The Role of the Manager

- What are the HR roles and responsibilities of a manager in the business
- What is the role of HR and when to get them involved

What the Law Says

- A brief summary of current employment laws and legislation that will affect your business
- How it affects managers and the major things to be aware of
- Your own policies and procedures

What is Under-Performance?

- What is under-performance
- Conduct and capability

Dealing with HR Issues

- What the role of the manager is when dealing with under-performance
- Sickness and absence
- Bullying and harassment
- Discrimination and Equality and Diversity
- Grievances

Performance Based Meetings

- Holding effective performance based meetings
- Review a series of scenarios and how to deal with each
- Documenting and following up

Formal Procedures

- When to use more formal procedures
- Disciplinary, grievance and sickness and absence procedures
- When to involve HR

Delivery Options



Virtual In House

We can deliver this course as a virtual online training course for your business

Contact us for a quote to have this course delivered in-house.



Online Open Course

We deliver this course as an online virtual open training course.

Each space costs £195.00 + VAT/€215.00 per person

Course Information

This is a **one day online** training event that Revolution Learning and Development deliver as a virtual online training course or virtual in-house training course.

When we deliver this course in house, we can make this more bespoke to your needs.

To discuss your individual needs, email hello@revolutionlearning.com or call us. If you're in the UK it's 03333 444575 and if you're in the ROI it's 015549779

Booking terms and conditions are available on our website.

