

Practical HR & Recruitment!

A one day practical business skills course in Getting & Keeping the right people.

Who is this course for?

This course is for anyone who is an employee of, or running a small to medium business that employs more than one person and is responsible for personnel and recruitment matters.

Course Outline

Employees can often be the most expensive part of a business yet they receive very little attention or investment. This is an interactive course that gives practical advice to employers, in the SME sector, that plan to or are actively employing staff.

It is not about European legislation but the practical, day to day, things that will help you get the most out of being an employer. From finding the right person to working as a tight unit to nurturing and keeping the right people!

Delegates will receive useful tips, techniques and templates to take away and use back in the workplace.

Agenda

- **Planning for new staff**
outline of what is involved including looking at HR strategy, staff retention rates and exit interviews.
- **Job Descriptions**
identify and analyse a job and produce a job description
- **Suitable Applicants!**
describe what is involved in getting suitable applicants
- **Best Practice**
describe best practice in dealing with applicants
- **Recruitment**
list the stages of recruitment and outline what is involved at each stage
- **Staff Development**
explain the contribution of a range of staff development strategies
- **Motivating Staff**
assessing the motivation of staff within their own organisation
- **Managing Conflict**
how to manage conflict involving staff