

HR Skills Masterclass

2-day course

**28th & 29th
June 2023**

9:30am to 4:30pm

Employers Federation
Training Suite
7 Pilot's View
Heron Road
Belfast BT3 9LE

Members
£375 + VAT

Non-Members
£475 + VAT

To book a place email: john@eefni.org

We have designed a 2-day course to upskill and build the confidence of HR personnel who are new to the role or who want to re-visit the fundamentals of HR practice.

This course will help to equip attendees with the skills to manage a range of people issues, and to effectively advise and guide managers, in line with the law and internal HR policies and procedures.

Delivered over 2 days to provide a detailed and highly practical understanding of the key areas of HR involvement, the subject areas covered include:

- The role of HR in supporting employees and your organisation
- The importance of employment contracts and the purpose of policies and procedures
- Effective strategies for the management of short and long term absence
- How to support and advise on performance management issues
- How to support and advise during investigation and disciplinary processes, including dismissal
- Grievance handling
- Understanding less favourable treatment, avoiding discrimination, managing disability and making reasonable adjustments

The course will focus on practical aspects of these topics, with an emphasis on upskilling attendees on how to:

- Draft letters, frame allegations, prepare outcomes and well-reasoned rationale documents;
- Prepare for and conduct investigation interviews and disciplinary hearings, including areas for questioning and identifying sources of evidence
- Manage employee grievances and consider options to resolve issues and support harmonious working relations
- Document meetings and take reliable notes that may be relied on in future Tribunal proceedings