

New: Human Resources Best Practice

IRIS Training

Overview

This two-hour Human Resources Best Practice course is designed for those working in smaller businesses who often do not have a HR department giving you the advice you need. This course covers how you should implement HR best practice to help you comply with HR legislation and manage fairly HR responsibilities including contracts, sickness and dismissals.

Who Should Attend?

This course is essential for anyone new to the world of HR or anyone wanting to ensure their HR knowledge is up to date. It is also ideal for business owners or those working in office administration who have limited or no prior knowledge of HR. You do not need to be using any HR software to benefit from attending.

Learning Outcomes

- Understand what should be included in a Contract of Employment
- Know the disciplinary and grievance procedures
- Why you should run an appraisal programme
- Why you should maintain a good sickness and absences procedure
- How to maintain a non-discriminatory and legally compliant workplace
- Handling dismissals in a fair way

The Course Format

This is a group webinar and will last for two hours. All course notes will be provided.

Cost: £199 + VAT per person

Give us a call on **0344 815 5656** or email sales@iris.co.uk to find out more details including course dates and availability.



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