



# HR for Directors & Managers

**Duration: 2 Days**  
**Accreditation: ILM**

## Accreditation

---

**For an additional fee this 2 day workshop can be accredited by the Institute of Leadership and Management (ILM) under the title "Managing the Employment Relationship".**

To gain accreditation delegates will be required to complete a short assignment. This accreditation can also be used as credits towards an ILM Level 3 Award or Certificate.

## Introduction/Summary

---

**This workshop will give you an overview of your responsibilities as an employer and examine good practice and employment issues that arise regularly in the workplace. It has been developed specifically for owners/senior managers of organisations who are responsible for the continued success and viability of that organisation but would be suitable for managers at any level who want to improve their HR knowledge.**

The workshop will be highly interactive including group discussion and case studies to ensure all delegates are involved.

This workshop can be tailored to meet your needs and delivered at your own premises.

## Content

---

**The workshop aims to cover the following content:**

- Definition of diversity and its impact on the organisation and its activities
- Legislation as it affects employment – sex, age, ethnicity, disability etc
- Own organisation's policies and procedures
- Significance of diversity in the market place
- The consequences of non compliance of own work area and organisation
- Employment requirements
  - Terms & conditions of employment
  - Staff handbooks
- Organisational employment policies
  - Time keeping
  - Level of performance
  - Absenteeism
  - Attitude and behaviour
  - Conduct
  - Gross misconduct
- Records and other means to support and monitor the disciplinary process
- Legal aspects of disciplinary processes
- Interpersonal behaviour and support skills to maintain discipline at work
- Termination of employment
  - Dismissal
  - Retirement

## Requirements/Pre-Requisite

---

The learner should ideally be Director or in a Senior Management position.



**TheLightBulb Limited**  
Edison House, 2-3 Paycocke Road, Basildon, Essex, SS14 3DP  
**Tel:** 01268 270648 **Web:** [www.thelightbulb.net](http://www.thelightbulb.net)

