

# HR for Non-HR Managers

## CPD Training



### Course Information

#### START TIME

9.30am

#### DELIVERY

Virtual

With business and the workplace having changed so much in the past year and continuing to evolve it is more important than ever not only to understand your obligations within the law but also how to manage the people in your organisation.

This training course will not only take you through the essentials of HR management it will help you future plan for managing a more flexible workforce and get the most from your team.

The principles of employment law, including updates on the latest Codes of Practice on Remote Working, Right to Disconnect, bullying in the Workplace, adjustments to Redundancy during Covid-19 etc. will be covered. It will help you identify how best to manage remote and hybrid teams, achieving high engagement with staff and the principles of managing during and post Covid which is critical for all businesses.

Attendees will leave this one-day course with a not only a better understanding of the basic principles of HR and more confident in addressing and understanding matters that are relevant to individual businesses. All attendees will receive course notes to refer back to at any time, which may prove invaluable long after completion of the course.

### Course Content

- The role of HR in business today
- Covid and the changes to the workplace
- Returning to a new Hybrid Workplace
- Workplace Health & Safety obligations wherever your office is
- The new Codes of Practice introduced
- Overview of Employment Law in Ireland
- Organisation of Working Time Act
- Right to disconnect
- Contracts of Employment
- Probation Management
- Best Practice initiatives and guidelines
- Managing remote and hybrid teams
- Steps you can take to improve employee engagement & motivation.
- Getting the best from performance management
- Aligning reward and recognition with business goals
- Due process when dealing with grievances
- Understanding how the disciplinary process works
- The importance of Mental Health & Well Being at work

### Who Should Attend

This Masterclass has been designed for business owners and managers that require a basic knowledge of HR without having a full background in the subject.

### Certification

On completion of this one-day training course, you will receive your Certificate of Attendance. Please note certificates are issued at the close of the training course to participants on completion of the course.

Please check directly with your association or awarding body to see how many points they will award.

### Cost

An 'Early Bird' discounted rate of €465 is currently available. This training course normal rate is €565.