



Training Academy

## INTRODUCTION TO HR FOR MANAGERS

### COURSE DURATION

Half day

### NUMBER OF DELEGATES

The recommended number of participants is:

Face to face 6 - 8  
Virtual 4 – 8

### CONTACT:

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### COURSE OVERVIEW

To deepen the understanding of managers as to when to deal with an issue and when to pass onto HR.

### OBJECTIVES

Having attended this event you will be better able to:

- Manage both short and long term absences
- Know when to use the companies disciplinary procedure
- Understand the difference between managing a disciplinary vs a grievance process
- Be able to exit employees from the business using the correct processes

### OVERVIEW OF SESSIONS

#### Managing Absence

- Short term intermittent absence vs long term
- What is a protected condition
- Unauthorised absence
- Return to work interviews

#### Disciplinary and Grievance

##### Disciplinary

- Informal vs formal
- 5 fair reason to dismiss
- Conduct vs capability
- Process regarding disciplinary

##### Grievance

- What is a grievance
- Informal vs formal
- Process regarding handling a grievance

### **Employee exits**

- Different ways to end a contract
- Notice periods and pay
- Employee rights
- Documentation

### **WHO SHOULD ATTEND?**

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This course is designed for managers that are dealing with employee issues.

### **COURSE STYLE**

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This workshop is a mixture of theory and interactive activities to look at how we communicate.