



Human Resources Management Training Programmes

Ref IDT-HR-IN01	Duration 1 Day	Presenter A Corporate Degrees Programme
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Course Title

Introduction to People Management

Brief Description

This gives an overview of the skills and knowledge necessary to manage people in today's increasingly complex employment market. It will look briefly at the many elements of employing people from recruitment and engagement of new employees through to termination and dismissal, including such issues as disciplining people, managing absence and improving performance.

Ref IDT-HR-IN02	Duration 2 Days	Presenter A Corporate Degrees Programme
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Course Title

Practical People Management for Non-HR Managers

Brief Description

This programme is designed for people who may already have some experience of employing or managing people, but who want to gain a much better appreciation of the many different aspects of employing people today. It gives an understanding of the many areas involved in employee management. This course may also be a foundation for more detailed learning in other programmes in this series.

Ref IDT-CC-IN01	Duration 1 Day	Presenter A Corporate Degrees Programme
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Course Title

Introduction to Managing a Diverse or Multi-Cultural Workforce

Brief Description

Increasingly, companies must manage a diverse workforce effectively. This diversity may not only be one of ethnicity, language or geographic origins, but will be affected by many other less obvious factors, including gender, religious observance, disability and body language. This programme introduces delegates to the many factors that must be considered by a practical manager when managing a diverse workforce to optimum standards.

Ref IDT-CC-MA01	Duration 3 Days	Presenter A Corporate Degrees Programme
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Course Title

Managing a Diverse or Multi-Cultural Workforce

Brief Description

Workforce diversity is rapidly increasing worldwide. Management must now potentially extend across a whole range of nationalities, cultures and individual and group values, while at the same time achieving increased performance, usually within a framework of increasing employment and discrimination law. This programme also looks in detail at how a practical manager may get the best from employees when managing a diverse workforce.

Ref IDT-HR-AB01	Duration 2 Days	Presenter A Corporate Degrees Programme
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Course Title

Managing Absence and Time Off Work

Brief Description

There are many different types of absence from work. It is important to recognise their differences and the way they arise. This course looks at the different types. The course particularly examines long & short-term sickness absence, unauthorised absence and lateness. It shows how they can be effectively managed and improved. It is a combination of taught work coupled with practical interactive sessions.



HRM Training Programmes (2)

Ref **IDT-HR-DG01** | Duration 2 Days | Presenter A Corporate Degrees Programme

Course Title

Dealing with Disciplinarys and Grievances at Work

Brief Description

The process of dealing with employees whose conduct or performance is below expected standards is often a difficult matter for managers. This programme shows how managers should deal with these matters in a fair and reasonable way, while still maintaining standards. The course also covers procedures and methods for dealing with employees' grievances. It is a combination of taught work coupled with interactive sessions.

Ref **IDT-HR-DE01** | Duration 2 Days | Presenter A Corporate Degrees Programme

Course Title

Dealing with Discrimination in The Workplace

Brief Description

Discrimination in and around the workplace may occur in many ways, including that on the grounds of race, religion, gender, equal wages, sexual orientation, disability, and age. The course examines the way that discrimination may be avoided, and its prevention managed, including the introduction and use of appropriate policies and procedures including those for cultural and gender awareness.

Ref **IDT-HR-DR01** | Duration 2 Days | Presenter A Corporate Degrees Programme

Course Title

Dismissal & Termination of Employment (including Redundancy)

Brief Description

Dismissal is the largest single cause of problems for managers and employers. This programme looks at different ways of properly terminating employment. It also looks at the issues surrounding layoffs and suspension, ending a contract and employees and employers rights on termination. The course also covers issues that must be addressed when redundancy occurs. It is a combination of taught work coupled with interactive sessions

Ref **IDT-HR-ER01** | Duration 2 Days | Presenter A Corporate Degrees Programme

Course Title

General Employment Rights Including Pay & Remuneration

Brief Description

Employees have a wide range of rights that must be observed. This course covers the most important including Working Time Regulations, Family Friendly Rights, Part-time Workers and Trade Union Membership. The payment of salaries and wages is a primary obligation on the employer under the Contract of Employment. This course looks at the many important aspects of this obligation.

Ref **IDT-HR-HS01** | Duration 3 Days | Presenter A Corporate Degrees Programme

Course Title

Introductory Health & Safety of Employees

Brief Description

Health & Safety is one of the most complex and comprehensive areas that any company must deal with. This course looks at risks and how to take sensible measures to address them. It gives an overview of Health & Safety in low or normal-risk environments such as offices and commercial premises, and small factories. It may act as a useful foundation for more advanced programmes.



HRM Training Programmes (3)

Ref **IDT-HR-FF01** | Duration 1 Day | Presenter A Corporate Degrees Programme

Course Title

Work-life balance and Family Friendly Policies

Brief Description

A number of issues surround "family friendly policies". These include the legal protection for women during pregnancy, maternity and paternity leave and pay, and the rights of parents. It also examines the impact and potential value of flexible working. This course looks at those issues in detail, and the policies and procedures that must be put in place and used.

Ref **IDT-HR-FW01** | Duration 2 Days | Presenter A Corporate Degrees Programme

Course Title

Practical Flexible Working

Brief Description

Employers often do not fully understand the many types of flexible working that are possible, and the positive impact they can have on employees and their business. This course looks at the practical aspects of using and managing flexible working as a route to achieving greater productivity, employee retention and a way of reducing costs. It is a combination of taught work coupled with interactive sessions

Ref **IDT-HR-PC01** | Duration 2 Days | Presenter A Corporate Degrees Programme

Course Title

Performance Management, Appraisals and Capability

Brief Description

Employees are a valuable and expensive resource. Steady improvement in flexibility, customer responsiveness and productivity are best achieved by policies of continuous improvement brought about by regular appraisals of employees and their performance. This programme also looks at issues of capability and ways of improving an employee's performance or alternatively being able to achieve a fair dismissal.

Ref **IDT-HR-RE01** | Duration 2 Days | Presenter A Corporate Degrees Programme

Course Title

Recruiting and Engaging New Employees

Brief Description

This course looks at how and where to advertise for new employees, interviewing and selection skills, the legal aspects and proper content of contracts and terms & conditions of employment, as well as the processes of appointment and induction. It will be a combination of taught work coupled with interactive sessions.

Ref **IDT-HR-SE01** | Duration 1 Day | Presenter A Corporate Degrees Programme

Course Title

Dealing with Sensitive Issues in Employment

Brief Description

By definition, employment concerns people. Employers and managers must deal with a number of sensitive and 'people' issues, ranging from drugs and alcohol in the workplace, misuse of emails and the internet, interpersonal and behavioural issues, to death in service all of which require understanding and careful handling. This programme explores these issues in a combination of taught work coupled with interactive sessions.



HRM Training Programmes (4)

Ref	Duration	Presenter
IDT-HR-TD01	2 Days	A Corporate Degrees Programme

Course Title

Training and Developing Employees

Brief Description

Investment in the training of employees is fundamental to the strategy of most good companies. This means actively encouraging learning, growth and development of individuals. This programme looks at effective training strategies, including training skills analysis for individuals, departments or the whole organisation to improve skills and knowledge. It examines issues such as skills shortages, succession planning and employee retention.