

# HR Fundamentals

## INTRODUCTION

This course introduces you to the world of employment law and the HR issues that all line managers have a responsibility for.

There is now more employment legislation than ever before, and the need for well informed line managers has never been greater. This course will help you gain the fundamentals to develop your confidence in dealing with HR and employment law issues in the work place.

## COURSE OBJECTIVES

**By the end of this course you will be able to:**

- **Identify** the scope of the line manager's employment law and HR roles and responsibilities.
- **Have** the insight to professionally deal with personal issues that affect your staff.
- **Understand** how the current legal framework impacts upon the line manager's role.
- **Identify** how to avoid legal pitfalls and costs by having an up-to-date awareness of employment law.
- **Identify** authorised and unauthorised absence.
- **Understand** how to deal effectively with grievances and discipline issues.

**COURSE DURATION:** 1 Day Course

## COURSE CONTENTS

### The Line Managers Role and Responsibilities of Employment Law and HR Issues

Defining your roles and responsibilities - your current strengths and development areas in relation to your HR role  
The scope and depth of the line manager's employment law and HR duties

### What are your Legal Responsibilities?

Identifying the current employment legislation (Including sex, race, age and disability acts. Awareness of Health and Safety at work and the data protection acts)

### Understanding discrimination

- positive, direct and indirect. Bullying and Harassment Applying equal opportunities and fairness in the workplace

### Effective Absence Management

Identifying what is authorised and unauthorised absence (Including looking at long-term sick leave) and practical solutions on how to deal with absence issues.  
Latest legislation and its effect on you - e.g. parental leave, domestic leave, maternity leave, etc

### Handling Discipline and Grievances at Work

Defining what is a grievance?  
How to handle and resolve grievances positively  
Discipline procedures - identifying when and where action is necessary

### Dealing with poor performance

Understanding how to terminate employment and when to seek the help of a specialist

### Personal Development Action Plan

*Throughout this course there will be a number of practical exercises carried out which will enable delegates to put into practice most of the theory covered*

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