

Human Resource Management and the Law

This Taster session gives you a flavour of what you can expect to learn and achieve if you register on any of our Human Resources programmes. Listed below are the Key Pillars of Human Resources Management.

Fiona Brown Johnson (Profile Training) discussed each of these important facets of HRM and we are now preparing training modules specifically designed to meet your needs and keep you abreast of the challenges that you and your business currently face.

The Key Pillars of Human Resources Management

Pillar 1 – Recruitment, Selection and Retention

- 🕒 Recruitment and Selection Process
- 🕒 Job/Person Specification
- 🕒 Effective Interviewing and choosing interview board members
- 🕒 Interview questions and techniques
- 🕒 Interview feedback and retention of records

Pillar 2 – Terms of Employment and Employee Handbook

- 🕒 Governing legislation
- 🕒 Use of different kinds of contracts
- 🕒 What should be included in contracts of employment
- 🕒 Part-time Workers Legislation
- 🕒 Fixed terms Workers Act
- 🕒 Minimum Wages Legislation and employment of Young Persons
- 🕒 Statutory Leave
- 🕒 Employee handbook and their purpose in the workplace

Pillar 3 – Corrective Action and Handling Disciplinary Issues

- 🕒 Counseling employees prior to issuing warnings
- 🕒 How and when to issue warning
- 🕒 The importance of consistency and fair play when disciplining staff
- 🕒 Putting Discipline and Grievance Procedures in place
- 🕒 Unfair Dismissals Acts and what happens at an Employment Appeals Tribunal

Pillar 4 – Redundancy and varying terms of employment

- 🕒 What happens when there is a downturn in business and how it can effect staff
- 🕒 Options under redundancy legislation
- 🕒 Short time, layoff and reduced hours of work
- 🕒 Paperwork to be completed to ensure legislative compliance and state rebate if appropriate

Pillar 5 – Equality in the Workplace

- 🕒 Definitions of bullying, harassment and sexual harassment
- 🕒 What is the relevant legislation?
- 🕒 How to introduce and Anti-Bullying Policy
- 🕒 Carrying out an investigation

Pillar 6 – Record keeping & role of the Manager/Owner

- 🕒 What records must be kept and why
- 🕒 Who can inspect records

Pillar 7 – Performance Management

- 🕒 Performance Evaluation
- 🕒 Motivation
- 🕒 Conflict Resolution
- 🕒 Equality