

## **HPC HR Training**

In an increasingly competitive environment where people are often the key differentiator, people need to perform.

A business can increase the likelihood that it will keep valued employees if it demonstrates that it is willing to invest in their professional development, by helping them gain new skills and expertise through business support for their training.

One of our greatest strengths is our ability to tailor any of our training courses to the needs and requirements of different businesses in different industries.

We can also provide your business with the tools to successfully carry on training your employees.

We bring a comprehensive range of capabilities to clients, enabling them to deliver improved performance through people.

We have a range of training packages available, or we can design a bespoke service to meet the needs of your business.

## **Training Packages**

### **Managing Absence and Tackling Poor Performance**

Duration: 1 day

Course fee: £200 per delegate residential and £250 per delegate non-residential

This one day course will give delegates the knowledge and skills to reduce absence and tackle poor performance in the workplace, including formal actions such as disciplinary procedures.

Unless managed properly, absence can become a norm within the workplace. This has a detrimental effect on productivity, team working and motivation.

### **Grievance, Disciplinary and Dismissals**

Duration: 1 day

Course fee: £200 per delegate residential and £250 per delegate non-residential

This course is ideal to provide grounding for Supervisors and Line Managers in the key legal principles of discipline and dismissals as well as practical tips on how to tackle difficult situations.

### **Recruiting with the law**

Duration: 1 day

Course fee: £200 per delegate residential and £250 per delegate non-residential

This practical 1 day course explains the legal principles which apply to Recruitment and Selection, and reviews the impact of employment law throughout the recruitment process.

### **Employment Law for Line Managers**

Duration: 1 day

Course fee: £200 per delegate residential and £250 per delegate non-residential

Increasingly organisations are devolving responsibility for many traditional HR tasks to line managers. This practical 1 day course will provide line managers with an overview of the important elements of employment law, plus practical guidance on how to tackle issues that arise at work.

### **Managing Investigations**

Duration: 1 day

Course fee: £100 per delegate residential and £150 per delegate non-residential

A practical ½ day course that provides delegates with the skills and confidence to prepare, deliver and manage investigations. This is a crucial part of any possible disciplinary action; it is essential that this process is conducted in the correct way and effectively.

### **Stress Workshop**

Duration: 1 day

Course fee: £300 per delegate residential and £350 per delegate non residential

The Stress Workshop combines both a Managing Stress within the Workplace training session with a Stress Buster Workshop! Stress affects us all at sometime in our lives. Learning how to manage and reduce stress that you encounter as you reach towards your professional goals will allow you to achieve success without damaging your health and motivation levels. This course will give you invaluable tools and techniques to help you to minimise your stress.