

## Brook Corporate Developments – Effective Human Resources

<p><b>Title of Proposed Programme</b></p>	<p><b>HR for non HR Managers</b></p>
<p><b>Programme Content</b></p>	<p>The course content covers the employee life cycle within an organisation from pre-recruitment to termination of employment. It identifies how HR can actively contribute to the success and future growth of an organisation.</p> <p>Whilst several components in this training course are standard, others, including business related assignments will be bespoke with content informed by discussion and competency analysis of the participant group within the business. Content is aimed at achieving business benefit and impact by addressing a number of key components in effectively understanding management of HR issues including:</p> <p><b>The Basics of HR Management</b></p> <ul style="list-style-type: none"> <li>• The scope of HR management within an organisation</li> <li>• How HR contributes to organisational success</li> <li>• The employee life cycle</li> <li>• What to deal with and when to get advice</li> <li>• Monitoring HR – HR information and data and what it can tell you about your business</li> </ul> <p><b>Recruitment, Selection and Induction</b></p> <ul style="list-style-type: none"> <li>• Planning for recruitment</li> <li>• Writing job descriptions and employee specifications</li> <li>• Finding the right candidates and the right time</li> <li>• Developing interview questions and carrying out interviews</li> <li>• Appointing employees and issuing contracts of employment</li> <li>• The importance of an effective induction programme for a new employee.</li> </ul> <p><b>Performance Reviews</b></p> <ul style="list-style-type: none"> <li>• Why performance management is so important</li> <li>• How active performance management impacts on the success of a business</li> <li>• Aligning performance to organisational culture and corporate strategy</li> <li>• Developing SMART objectives</li> <li>• Dealing with capability issues</li> </ul> <p><b>Managing Difficult Situations</b></p>

	<ul style="list-style-type: none"> <li>• <i>Dealing with disciplinary and grievance situations effectively</i></li> <li>• <i>The importance of dealing with issues quickly</i></li> <li>• <i>Carrying out workplace investigations</i></li> <li>• <i>Some of the pitfalls to be aware of</i></li> <li>• <i>Dismissing employees</i></li> </ul> <p><b>Absence Management</b></p> <ul style="list-style-type: none"> <li>• The cost of absence to your business</li> <li>• The challenges of managing short term absence</li> <li>• The challenges of managing long term absence</li> <li>• The importance of dealing with absence – protecting your business and protecting your employee</li> <li>• Using ‘Return to Work’ interviews</li> <li>• When informal processes should become formal</li> </ul> <p><b>Engagement and Retention</b></p> <ul style="list-style-type: none"> <li>• The importance of positively engaging with employees – the ‘psychological contract’</li> <li>• How to engage</li> <li>• The benefits</li> <li>• Retaining and developing employees</li> </ul>
<b>Course delivery method</b>	<p><b>Employer Premises</b></p> <p>The training will be delivered on the business premises. The support will, where required be specifically tailored to the business but also, by virtue of individual participant assessment to the individuals within the group and will also contain elements of one to one support to respond to individual’s skills gaps.</p> <p>The support will thus be delivered both in small group format but will be augmented by one to one session’s tailored to cover specific individual needs and potential individual competency gaps.</p> <p>The training content will be bespoke and specific to this organisation’s requirements.</p> <p>An integral part of the training and skills development will be one of ‘experiential learning’ by virtue of real, in the business project-based activity.</p>
<b>Duration</b>	

	<p>This course is available at four levels of content and duration according to business and participant need:</p> <table border="0"> <tr> <td>Foundation</td> <td>3 days learning</td> </tr> <tr> <td>Higher</td> <td>9 days learning</td> </tr> <tr> <td>Advanced</td> <td>18 days learning</td> </tr> <tr> <td>Intensive</td> <td>30 days learning</td> </tr> </table> <p>It is expected dependent upon learning level, delivery duration will be between one and five months</p>	Foundation	3 days learning	Higher	9 days learning	Advanced	18 days learning	Intensive	30 days learning
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<p><b>What are the perceived business benefits of the proposed training and what are the outcomes for the business</b></p>	<p>In addition to the overall business benefits this support will be the increased knowledge, skills, and capability of individuals in relation to the core capabilities that their respective roles require to help drive growth and change in the business.</p> <p>All will benefit from the training by the broadening of their competencies with skills which are transferrable and additional to their existing competency set.</p> <p>Another benefit to the individuals will be an increased level of confidence in fulfilling their working roles, hence increased job satisfaction</p>								
<p><b>Target group of participants/Who should attend</b></p>	<p>The course content is aimed at first line managers, supervisors, team leaders and anyone who has an element of people management within their day to day role.</p>								
<p><b>Is there opportunity for delivery to be flexible dependent upon the needs of individual learner/employer</b></p>	<p>Further content will also be included and delivered progressively using feedback from the learners, and their developing understanding. This will include specific assignments drawn from, and adding benefit to their organisation and further one- to -one learning content informed by any knowledge gaps or weaknesses in knowledge of any individuals in the cohort.</p>								

<p><b>Title of Proposed Programme</b></p>	<p><b>Workplace Wellbeing for Productivity</b></p>
<p><b>Programme Content</b></p>	<p>This is a bespoke training support course with content informed by discussion and competency analysis of business and participants.</p> <p>Content is aimed to enable business senior leaders the benefit of a whole organisational approach to workplace wellbeing by producing and implementing wellbeing plans and tiered training. This focusses on the whole workforce population through simple but effective primary preventative measures that become integrated within the organisation’s culture, policy, procedure and practice.</p> <ul style="list-style-type: none"> <li>• Management taking responsibility and accountability for the prevention of work-related injury and ill health.</li> <li>• Increased emphasis on identifying hazards associated with mental ill-health such as workload, bullying and the leadership and culture of the organisation.</li> <li>• Prevention of injury and ill-health and provide safe and healthy workplaces</li> </ul> <p>Content will include:</p> <ul style="list-style-type: none"> <li>• Increased understanding of Mental health</li> <li>• The impact of stigma around mental health</li> <li>• How we can support our own mental health</li> <li>• Practical tips to support our wellbeing and lifestyle behaviours</li> </ul>
<p><b>Course delivery method</b></p>	<p><b>Employer Premises</b></p> <p>The training will be delivered on the business premises. The support will, where required be specifically tailored to the business but also, by virtue of individual participant assessment to the individuals within the group and will also contain elements of one to one support to respond to individual’s skills gaps.</p> <p>The support will thus be delivered both in small group format but will be augmented by one to one session’s tailored to cover specific individual needs and potential individual competency gaps.</p> <p>The training content will be bespoke and specific to this organisation’s requirements.</p> <p>An integral part of the training and skills development will be one of ‘experiential learning’ by virtue of real, in the business project-based activity.</p>

<p><b>Duration</b></p>	<p>This course is available at four levels of content and duration according to business and participant need:</p> <p>Foundation      3 days learning Higher            9 days learning Advanced        18 days learning Intensive        30 days learning</p> <p>It is expected dependent upon learning level, delivery duration will be between one and five months</p>
<p><b>What are the perceived business benefits of the proposed training and what are the outcomes for the business</b></p>	<p>This training drives forward a culture of support, producing a happier and healthier workforce who feel supported and are driven towards sustainable growth and higher productivity through:</p> <ul style="list-style-type: none"> <li>• The whole workforce receiving information, advice and signposting which create a knowledgeable workforce who use preventative measures to look after their workplace wellbeing.</li> <li>• A workforce who promotes wellbeing, reduces stigma and encourages peer support</li> <li>• Line managers who feel confident and competent in managing and discussing health needs and providing appropriate support.</li> </ul> <p>This training will enable businesses to reinforce an approach which reflects benefits identified by Public Health England:</p> <ul style="list-style-type: none"> <li>• Increased productivity</li> <li>• Reduced Absenteeism and staff turnover</li> <li>• Support of workplace health interventions which have demonstrated a return of between £2 and £34 for every £1 spent</li> </ul> <p>In addition to the overall business benefits this support will be increased knowledge, skills, and capability of individuals in relation to the core capabilities that their respective roles require to help drive growth and change in the business.</p> <p>All will benefit from the training by the broadening of their competencies with skills which are transferrable and additional to their existing competency set.</p> <p>Another benefit to the individuals will be an increased level of confidence in fulfilling their working roles, hence increased job satisfaction.</p>
<p><b>Target group of participants/Who should attend</b></p>	<p>The target group of participants are managers who are involved in the development or implementation of a business strategy in relation to the people element.</p>
<p><b>Is there opportunity for delivery to be flexible dependent</b></p>	<p>Further content will also be included and delivered progressively using feedback from the learners, and their developing understanding. This will include specific assignments drawn from</p>

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