

Calderdale College – Effective Human Resources

1. Human Resources Practice

Description: This training develops the skills and behaviours expected of those with Human Resource (HR) responsibilities, an overview of the key functions of HR provides and insight into best practice.

The following content will be covered:

- Developing as a HR professional
- Key functions of HR
- Importance of HR data
- Legal and regulatory overview
- Importance of ethical practice
- How does HR impact on the business?

Impact for employees:

- Improved knowledge of the functions and delivery models of HR
- Gain clarity on how HR impacts on the business
- Increase confidence on legal and regulatory matters
- Improved levels of motivation
- Tools to support ongoing professional development

Impact for employers:

- Increased internal and external customer satisfaction
- Develop a happier and more effective workforce
- Employees equipped with the skills they need to fulfil their role
- Better communication and collaboration in teams
- Motivate and empower employees
- An upskilled workforce, with the knowledge and understanding of the HR function

Non-accredited.

Course delivery method: Group learning

Delivery location: Currently delivering all courses remotely via MS Teams

Course length: Two half days over one week. Face to face – one full day.

2. Introduction to Performance Management

Description: This training will enable line-managers and team leaders to develop skills and understand their role and contribution to effective performance management.

The following content will be covered:

- Principles of performance management
- Setting performance measures
- Dealing with challenging behaviour
- Formal processes: Disciplinary and grievance
- Understanding the impact to the business and the workforce

Impact for employees:

- Be able to explain the principles of performance management
- Be able to contribute to effective performance management in the workplace
- Develop the skills to deal with challenging behaviour
- Raise awareness of formal procedures
- Confidence to know when and how to resolve issues relating to performance

Impact for employers:

- An upskilled workforce, with the skills and knowledge required to manage performance
- Motivate and empower employees
- Positive impact on the application of internal performance management processes
- Improved productivity, motivation and engagement across the organisation

Non-accredited.

Course delivery method: Group learning

Delivery location: Currently delivering all courses remotely via MS Teams

Course length: Remote – two half days over one week. Face to face – one full day.

3. Introduction to Coaching and Mentoring

Description: This training has been designed to support individuals to develop their coaching and mentoring skills. Participants will be provided with the skills and knowledge to enable them to effectively coach and mentor in the workplace.

The following areas will be covered:

- Coaching and mentoring – What is the difference?
- Identification and development the interpersonal skills required
- Roles and responsibilities of coaching and mentoring
- Introduction to models of coaching and mentoring
- Benefits of a coaching and mentoring culture

Impact for employees:

- Develop skills to improve knowledge of coaching and mentoring techniques
- Increased levels of self-awareness
- Confidence to be able to identify how to appropriately support colleagues
- An understanding of the benefits of a coaching and mentoring culture
- Insight into how coaching and mentoring can support individuals, teams or organisations

Impact for employers:

- Increased internal and external customer satisfaction
- Develop a happier and more effective workforce
- Employees equipped with the skills they need to fulfil their role
- Better communication and collaboration in teams.
- Motivate and empower employees.
- An upskilled workforce, with the skills and knowledge required to move towards a coaching and mentoring culture

Non-accredited.

Course delivery method: Group learning

Delivery location: Currently delivering all courses remotely via MS Teams

Course length: Two half days over one week. Face to face – one full day.

4. Learning and Development in the Workplace

Description: Participants will develop their knowledge of the key elements of effective learning and development in the workplace. Successful organisations have well planned training programmes in place which need to be managed appropriately to ensure its effectiveness. Practical tools to support learning and development will be explored.

The following areas will be covered:

- Develop an understanding of the importance of learning and development in the workplace
- Raise awareness of the range of ways training needs are identified
- Explore various methods to deliver training to support individuals and the organisation
- Exploration of a range of methods used to assess the effectiveness of training programmes

Impact for employees:

- Develop skills to improve awareness of how to identify training needs within a team
- Tools to develop and deliver appropriate training
- Improved productivity of self and team

Impact for employers:

- Increased internal and external customer satisfaction
- Employees equipped with the skills they need to fulfil their role
- Motivate and empower employees
- An upskilled workforce, with the skills and knowledge required to manage learning and development in the workplace

Non-accredited.

Course delivery method: Group learning

Delivery location: Currently delivering all courses remotely via MS Teams

Course length: Remote – two half days over one week. Face to face – one full day.