



Lattitude7 – Effective Human Resources

Title of Proposed Programme	Bite Size HR in a Day
Programme Content	<ul style="list-style-type: none"> • What is HRM? • Understanding the employment law framework • Your people management tools: • Contracts of employment • Policies and procedures • Attitudes and behaviours • Communication • People analytics • Having those difficult conversations • Equality, diversity and inclusion in practice • How teams work • Coaching as a leadership style • Employee engagement / motivation • Performance management • Action planning – what next?
Course delivery method	<p>Employer premises Training Provider premises (up to 12 delegates) Third Party premises</p>
Duration	This course is delivered over 1 session of 6 hours
What are the perceived business benefits of the proposed training and what are the outcomes for the business	<p>Managers need the skills to deal effectively with varied HR issues, they need to be both pro-active and re-active. This workshop will help managers to assemble a HR toolkit which they can dip into to help them manage HR issues calmly, thoughtfully and in the knowledge that they are getting it right.</p> <p>The outcomes for the business are knowledgeable, confident and skilled Managers who are able to deal with HR issues effectively and efficiently.</p>
Target group of participants/Who should attend	Supervisors, Team Leaders, Managers, Senior Managers and Directors who want/need to improve their understanding, knowledge, behaviours and skills in relation to effective HR.
Is there opportunity for delivery to be flexible dependent upon the needs of individual learner/employer	Yes, on site, off site and small group sessions can be offered.



Title	Practical Performance Management
Programme Content	<ul style="list-style-type: none"> • What is performance management? • Different types of performance management processes • Understanding the strategic links • What will work for you? • The objective based approach • Outside the box thinking on performance management processes • Filling the learning and development gaps • People Performance and Potential Model • Developing your performance management skills • How to give effective feedback • Dealing with poor performance • Action Planning <p>The exact workshop content can be tailored to take into account whether a client already has a performance management process in place or not.</p>
Course delivery method	<p>Employer premises Training Provider premises (up to 12 delegates) Third Party premises</p>
Duration	<p>This course is delivered over 1 session of 6 hours if there is no performance management process in place. If there is one in place then the workshop content can be amended accordingly and can be delivered over 1 session of 3 hours.</p>
What are the perceived business benefits of the proposed training and what are the outcomes for the business	<p>The one day workshop will help businesses to focus on developing a performance management process that fits with their culture. Then delegates will be able to learn the skills required to carry out effective performance management. This will help the business to effectively manage their employees, thereby enhancing employee and subsequently business performance.</p> <p>The half day workshop will help Managers increase their skills and confidence in effective performance management using their own, already established performance management processes. The outcomes for the business include developing a bespoke performance management process(if relevant), which can be implemented throughout the business. Coupled with training in how to performance manage their employees effectively, which will help to increase employee engagement, motivation, retention and increased business success.</p>
Target group of participants/Who should attend	<p>Directors, Senior Managers and Managers, Team Leaders and Supervisors who want/need to improve their understanding and practical application of performance management.</p>
Is there opportunity for delivery to be flexible dependent upon the needs of individual learner/employer	<p>Yes, on site, off site, small group sessions and splitting the workshop into two half days as detailed can be offered.</p>



Title	Recruiting the Right Way
Programme Content	<ul style="list-style-type: none"> • The legal framework of recruitment • Your recruitment tools: • Exit interviews • Job descriptions • Employee specifications • Your values and behaviours • Writing effective job adverts • The advertising marketplace • How do you shortlist fairly? • Being prepared for a great interview experience: • Logistics • Questioning techniques • Using different types of tests • Scoring methods • Managing the offer and acceptance process • Getting onboarding right
Course delivery method	Employer premises Training Provider premises (up to 12 delegates) Third Party premises
Duration	This workshop is delivered over 1 session of 3 hours to Supervisors, Team Leaders, Managers, Senior Managers and Directors.
What are the perceived business benefits of the proposed training and what are the outcomes for the business	<p>This workshop will help businesses have and embed a thorough recruitment process which operates within the legal framework. This will ensure that recruitment processes are fair and transparent, take account of equality, diversity, inclusion and are consistently applied throughout the business.</p> <p>The outcomes for the business include knowing how to recruit the right people with the right skills for the right job. Good recruitment choices are essential to businesses to help them be productive, thrive, prosper and grow. Effective onboarding processes help with employee engagement, retention and are an essential part of the recruitment process.</p>
Target group of participants/Who should attend	Supervisors, Team Leaders, Managers, Senior Managers and Directors will all benefit from attending this workshop to gain a better understanding and enhance their skills in recruitment.
Is there opportunity for delivery to be flexible dependent upon the needs of individual learner/employer	Yes, on site, off site and smaller group sessions can be held to suit the needs of the client.



Title of Proposed Programme	Talent Management in Industry 4.0
Programme Content	<ul style="list-style-type: none"> • What is talent management in industry 4.0? • A practical approach to talent management • Looking through your glass door • Identifying talent • Business critical roles • Succession planning • Everyone! • Developing talent • Coaching and mentoring • Creating purposeful learning journeys • Engaging talent • The drivers of employee engagement • Your brand as an employer • Retaining talent • Reward and recognition • Talent and the generations • Motivation • Developing your talent • Plugging skills gaps • People performance Potential model • Action planning
Course delivery method	<p>Employer premises Training Provider premises (up to 12 delegates) Third Party premises</p>
Duration	This course is delivered over 1 session of 3 hours
What are the perceived business benefits of the proposed training and what are the outcomes for the business	<p>This will help Directors and senior Managers to improve their understanding and appreciation of talent management and gain some practical ideas, tips and suggestions on how to effectively manage talent in their business.</p> <p>The outcomes for the business include learning more about talent management which will inspire Directors and Managers to think strategically about it. Delegates will be able to put new ideas into practice which will have a positive outcome for business performance.</p>
Target group of participants/Who should attend	Directors and senior Managers who need to get to grips with and understand more about effective talent management.
Is there opportunity for delivery to be flexible dependent upon the needs of individual learner/employer	Yes, on site, off site and smaller group sessions can be held to suit the needs of the client.