



SPOA – Management Programme

Synopsis – Human Resources

This training programme has been designed to offer specific support covering Human Resources and other key business areas it has received funding assistance from the Construction Industry Training Board

The HR full day workshop is for SME's who need to gain a practical understanding and application of various aspects of Human Resources which is key to the recruitment, retention and development of individual personnel

Human Resources is sometimes seen as complicated and time consuming and hiring and managing personnel remains an area of complexity for SME's involved in the construction industry and sometimes results in costly outcomes.

The HR Workshop will give you a clear and effective overview of the key areas in HR which will help you to move forward with a clearer understanding of what is required in these areas, as well as giving you guidance and awareness of certain aspects of employment legislation.

What You Will Learn:

This Workshop will be focussed on key HR aspects of business and will be encourage attendees to be highly participative.

- The Recruitment and Assessment/Interview Process including sourcing candidates. This will detail the legal aspects of the recruitment process which highlights litigation risks prior to the candidate being employed. It will give you an overview of simple and standardised recruitment and assessment processes which will be within the current legal parameters. Examples of discrimination cases....
- Employment contracts and Starter Packs. You will be given an overview of the basic Terms & Conditions which should be included into the Employment contract as well as a sample document which gives you an overview of a Company Handbook
- Awareness of legal requirements. This will cover key legal requirements of hiring, managing and exiting employees, which will give you an understanding of current legal practices
- General HR Policies – covers key policies such as Discipline & Grievance Policies
- Induction and On-boarding of personnel – Handout of key aspects of induction and on-boarding of personnel
- Compensation & Benefits related to the industry – General discussion of best practice within the industry reflecting current rates and benefits.
- Competitive advantage of a good employer – General review of what is defined as a good employer – identify your company values, strategy, benefits, and why individuals would want to work for the Company
- Managing performance how to develop your people – review of an example of Performance Appraisal process which incorporates identifying training and development needs
- Workplace pensions and other options – Understanding the basic options available for pensions and your responsibility to provide a Workplace Pension. Importance of the Referral to Financial Advisors as per Financial Services Act

Presented by: Janette Young – Associate Business Fix Limited

Janette has over 30 years working with Human Resources supporting a diverse range of organisations and for over the past 9 years has set up her own HR consultancy dealing with a wide range of HR initiatives and programmes.