Human Resources

HR Essentials

Course Details

Price

£355.00

Start date

10 December 2026

Length

Full day (09:30-16:00)

CPD Points

6.50

Course Overview

This interactive workshop is designed to equip HR Practitioners with the tools they need to support managers in the implementation of sound and robust HR Processes and Procedures.

Absence and capability issues have a direct impact on staff morale and performance. Managers therefore need to ensure they deal with these issues in a timely and effective manner.

In order to do so, it's likely that Managers will come to the HR Team for support and guidance.

This course will provide you with ideas, tips and tools to deliver the best possible service to Managers and employees, maintaining good relationships and delivering high quality support and solutions to ensure that business as usual is not just a throwaway line, but something that happens in practice.

Content

Sickness Absence

- Policies, procedures and the law
- Effective communication
- Rights and responsibilities
- Achieving the right outcomes

Capability at Work

- What is capability?
- How to measure performance?
- How to manage performance
- Considering the options
- Identifying the pitfalls

Benefits

This interactive workshop will enable delegates to clearly identify best practise and apply the learning in the context and framework of your own business, taking away tips, tools and advice to review and implement in the workplace.

New or aspiring HR Practitioners will benefit from a solid grounding on the topic, whilst existing HR Professionals will be able to refresh their skills, knowledge and understanding of the topics with similar minded peers.

Next Steps

If you would like to book a place on this course please click on the **'Book Course'** button to the right of this page and login or register for a user account to complete your booking(s). Any queries please do not hesitate to contact us via **admin@gta.gg** or call us on 01481 224570.

If no date is scheduled for this course at the present time please click on the **'Register Interest'** button and login or register for a user account so that we can add you to our course interest register. This register allows us to contact our tutors and finalise dates for a course as soon as we have a few people who have expressed their interest, so the more delegates who register their interest, the sooner we can schedule a particular course.

Course Tutor

Richard Hamilton

Richard Hamilton formed BIS Consultants Ltd in 2011 with the clear intention to provide no-frills consultancy and tangible support to businesses in terms of learning and development, organisational design, executive support and coaching. Throughout his career - spanning over 30 years within both the public and private sectors, fulfilling senior roles in highly competitive and prominent local and international businesses - Richard has always believed that people are the most valuable asset that any organisation has at their disposal. The most successful companies that Richard has experienced are those that recognise the value of their key people and fully utilise their skills and capabilities accordingly. As a result, Richard aspires to deliver interactive training based on knowledge and experience, enabling delegates to consider their own needs and requirements in order to help them develop new skills and approaches within their own working environments.