fusionHR
IT'S A PEOPLE THING



Key Skills for Effectively Managing People



1. The Underpinning Principles of Managing People
- HR Do's and Don'ts
- Employment Law basics
- Comply with the Equality Act 2010
- Trade Union involvement

2. Managing Staff Attendance
- Know how to embed a fair absence management process
- Learn how to manage both long and short-term absence effectively using absence triggers and targets
- Know how to avoid discrimination and support employees to remain in work

3. Managing Under-Performance and Capability
- How to identify underperformance when's the right time?
- Learn how to implement and review support/action plans
- How to exit staff who cannot improve performance

4. + 5. Two-Part Session - Managing Disciplinary/Grievance and Investigations
- Use disciplinary and grievance procedures appropriately
- Pro-actively avoid discrimination claims
- Understand the key principles and pitfalls of carrying out a management investigation.
- Learn the skills to mediate.

6. Managing People - Coaching Session
- Understand the complexities of managing people effectively
- Review your leadership style with a leadership coach

2 Hour Workshops

FusionHR now supports over 300 schools and our team has extensive education experience to share with you.

As certified power presenters the team are passionate about improving education. We are also Safer Recruitment Accredited Trainers under the Lucy Faithful Foundation.

Date: 8 October 2019
5 November 2019
19 November 2019
10 December 2019
21 January 2020
3 February 2020

Registration: 9am-9.30am

Course: 9.30am - 12noon

Venue: Titan Business Centre, WF17 9PH

Costs: SLA Clients: £500 + VAT per person
Non-SLA Clients: £750 + VAT per person

How to book: Call 01924 827869 or go online to www.fusionbusiness.org.uk to book.



What our clients said about the Key Skills for Effectively Managing People Training Programme...

"The training sessions have been informative and comprehensive. The packs are useful to keep referring to for day-to-day issues."

Kathryn Shaw, Deputy Headteacher, All Saints CE Primary School, Bradford

The coaching session was a great, practical way to finish the course. Good, informative sessions which will inform any future requirements.

Ewan Clark, School Business Manager, Farfield Primary CE School

