



Module 1: Human Resource Planning

- What is human resource planning?
- Where to start
- What are the benefits?
- Useful templates and checklists

Module 2: Staff recruitment

- Candidate selection
- Interview preparation
- Keeping proper personnel files
- Contract preparation
- Referee process and conducting other background checks
- Inductions – including health and safety policies

Module 3: Staff retention and employee engagement

- What is employee engagement?
- Assessing current levels of engagement in your organisation
- Implementing engagement strategies
- Maintaining engagement during times of change
- Training line managers and supervisors to engage their employees

Module 4: Successful performance management

- Identifying and supporting individual training needs
- Implementing organisation-wide performance management procedures
- Conducting effective performance reviews
- Setting timeframes for development
- How to tackle issues of under-performance

Module 5: Supporting staff mental health

- Promoting employee wellbeing
- Raising awareness and removing stigma
- Developing a mental health framework
- Understanding your obligations as an employer
- Managing employees with mental health issues
- Tackling work related stress

Module 6: An introduction to Mindfulness in the Workplace

- The basics and benefits of mindfulness
- Understanding how mindfulness can benefit the workplaces
- Definitions and practices
- Debunking common myths

- Getting started with some basic exercises

Module 7: Having difficult conversations

- Looking at common scenarios
- How to plan and prepare for difficult conversations
- Understanding how to overcome common obstacles to productive conversations
- Responding to challenging behaviour
- Dealing with misconduct – the do's and don'ts

Module 8: Employment law essentials

- Maternity, paternity and adoption rights
- Managing sickness and absence
- Discipline and grievance
- Termination of employment

Module 9: Sample policies and procedures

- Access to downloadable templates, policies and checklists that you can adopt for use in your organisation