



Level 1

Module 1: Human Resource Planning (1 hour)

- Welcome to the course and learning objectives for Module 1
- Introduction
- What is human resource planning and where to start
- Gathering information – internal and external
- Analysing data and putting it all together
- The benefits of Human Resource planning
- Summary of learning for module 1
- Test your knowledge for module 1

Module 2: Staff recruitment (1.5 hours)

- Learning objectives for module 2
- Introduction
- Requirements of the role
- Candidate attraction
- Candidate selection
- Interview preparation
- Hiring and pre-employment checks
- Maintaining recruitment files
- Contract preparation
- Inductions
- Summary of learning for module 2
- Test your knowledge for module 2

Module 3: Staff retention and employee engagement (1.5 hours)

- Learning objectives of module 3
- Introduction
- What is employee engagement?
- Teams, team leaders and wellbeing
- Assessing current levels of engagement
- Engagement strategies
- Engagement during change
- Summary of learning for module 3
- Test your knowledge for module 3

Module 4: Successful performance management (1 hour)

- Learning objectives for module 4
- Introduction
- What is performance management?
- Implementing performance management
- Conducting appraisals
- Learning and development
- Underperformance
- Summary of learning for module 4
- Test your knowledge for module 4

Module 5: Supporting staff mental health (1 hour)

- Learning objectives for module 5
- Introduction
- What is mental health?
- Raising awareness and removing stigma
- Mental health framework
- Supporting staff mental health
- Legal obligations
- Summary of learning for module 5
- Test your knowledge for module 5

Module 6: An introduction to Mindfulness in the Workplace (1.5 hours)

- Learning objectives for module 6
- Introduction
- What is mindfulness?
- The definition of mindfulness
- How do we practice mindfulness?
- Identifying mindfulness
- Organisational benefits of mindfulness
- Neurological responses of the brain
- Guided meditation
- Summary of learning for module 6

Module 7: Having difficult conversations (1 hour)

- Learning objectives for module 7
- Introduction
- Common scenarios
- Plan and prepare
- The conversation
- Overcoming obstacles and responding to challenging behaviour
- Do's and don't's
- Summary of learning for module 7
- Test your knowledge for module 7

Module 8: Employment law essentials (1.5 hours)

- Learning objectives for module 8
- Introduction
- Maternity, paternity and adoption
- Managing sickness and absence

- Discipline
- Grievance
- Termination of employment
- Summary of learning for module 8
- Test your knowledge for module 8

Module 9: Sample policies and procedures (30 minutes)

- Introduction: reference documents
- Model documents for for module 9 (downloadable templates and checklists that you can adapt for use in your organisation)
- Summary of the course

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