

# HR & Management Training Prospectus

# HR & Management Training

**At Ellis Whittam, we're committed to helping businesses thrive.** Managed and ran by HR experts, our insightful HR & Management Training is designed to give managers the tools they need to get the most out of their staff – and in turn create a more productive workplace. By building close relationships with our clients, we ensure that the training programmes we develop and deliver genuinely support your organisation and address the specific challenges you face.

“Every manager would benefit from attending this course. It is essential when managing a team.”

Sales Manager, DM Orthotics



Our vast and varied experience of working with organisations across a range of sectors means that our programmes are based on best practice and can be tailored to your specific requirements. Our delegates are at the centre of our programmes; we adopt a coaching-led facilitation style, ensuring that everyone leaves with the knowledge and skills they need to excel in their leadership duties and improve the performance of their staff.

Importantly, by up-skilling your managers through effective management training and ensuring best-practice approaches are adopted, you can prevent costly mistakes from occurring and reduce financial and reputational risk.

## Engaging Courses Catered to your Needs

**Our training workshops are relevant to a range of different groups, including:**

- Team leaders/supervisors;
- Newly-promoted managers; and
- Managers and senior leaders.

**And are useful to those who are:**

- Facing a particular issue;
- Keen to upskill; or
- Looking to refresh their knowledge.

For added flexibility, we can deliver courses at your premises or off site at a location of your choice.

## Ran by Experts

Our management training is delivered by highly-experienced and qualified HR practitioners with genuine 'hands-on' practical experience of supporting employers all over the UK with their HR requirements.

All of our courses are accompanied by useful guidance notes and supporting documentation to facilitate continued learning and help you to implement positive change.

# Ellis Whittam Accredited Courses

Our wide range of expert-led one-day courses have been developed and accredited by Ellis Whittam to cover important Human Resources topics. We also offer condensed versions to allow for a combination of topics to be covered in a single day. Popular topics include the following:

## Absence Management

This practical session will give you the confidence to deal with absence management procedures – helping to reduce absence in the workplace and increase productivity. It offers pragmatic advice and guidance on managing short and long-term absence through to medical capability, dismissal and the law.

## Discipline and Grievance

Successful organisations know that disciplinary and grievance procedures are an aid to effective management, enabling issues to be resolved quickly and cost-effectively rather than being used simply as a mechanism for imposing sanctions. Having managers who are able to effectively handle disciplinary and grievance issues is therefore crucial for all organisations. This practical, interactive course ensures managers develop confidence in conducting disciplinary/grievance investigations and hearings in accordance with legislation and best practice.

## Equality and Diversity

All employers have a legal obligation to protect their people against discrimination. Encouraging greater awareness and understanding of the different protected characteristics can reduce the risk of complaints, disciplinary action or an Employment Tribunal claim and avoid unnecessary cost and disruption to your organisation.

## Hiring and Firing

This course provides a general overview and awareness of employment law issues in the life of an employment relationship and explains how to deal with issues which may arise during this time. Those seeking more detailed insight into some of these issues would also benefit from attending our other related courses.

## Leadership and Management

This course gives an overview of key people management issues, including employment law essentials, effective communication, leadership styles and performance management. The second part of the workshop focuses on the ACAS Code of Practice on Disciplinary and Grievance Procedures and offers practical tips on conducting disciplinary grievance meetings. Some of the topics covered are dealt with in more depth on other Ellis Whittam courses.

## Mental Health Awareness

This course provides a general overview of mental health in the workplace and outlines the practical steps you can take to recognise and effectively manage mental health issues in your organisation.

## Performance Management

This one-day course brings to life the benefits of effective performance reviews and appraisal meetings. It is designed to provide you with the knowledge and skills needed to identify, manage and improve employee performance. The course will incorporate case studies and exercises, and delegates will be encouraged to share real-life experiences and examples from their place of work.

## Effective Recruitment

This course provides a valuable overview of the process from the identification of a vacancy through to the appointment of a new colleague. Recruitment is a long process with a number of important steps involving different colleagues. Our consultants can walk your managers through the procedure, highlighting best practice and the possible pitfalls that may occur along the way.

If you don't see the course you're looking for listed above, we may be able to create a bespoke course to meet your specific needs. Call us on **0345 226 8393** for more details or visit [elliswhittam.com/hr-training](https://www.elliswhittam.com/hr-training).

“Very useful, well delivered and easy to follow and understand. Thank you.”

John Greed Jewellery



Can't find the course you're looking for within this prospectus? Let us know – we can create a course tailored to your requirements.

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