

# HR ESSENTIALS FOR MANAGERS



TUES 22ND OCT 2019



9:30AM - 4PM  
LUNCH PROVIDED



THE MANOR HOUSE | LUTYENS CLOSE  
BASINGSTOKE | RG24 8AG

SIGN UP  
BEFORE  
END OF SEPT  
£275

Our HR Essentials for Managers course is perfect for line managers who have responsibility for one or more employees.

## WHAT IS THE COURSE ABOUT?

The course provides an interesting and informative introduction to the main areas of HR and people management. It will equip you to be able to effectively manage a variety of different people and situations.

## MEET YOUR TRAINER



This is Heidi - Heidi is Reality HR's chief trainer and comes with profound HR knowledge and over 10 years people management experience under her belt. Heidi has specifically designed and tailored this course to meet the needs of a line manager in the SME world and you will not be disappointed. We are confident that you'll leave the course feeling engaged and passionate about taking your next steps as a manager.

## TOPICS WE WILL COVER

- > Recruitment
- > Induction & Probation
- > Performance Management
- > Discipline & Grievance
- > Absence Management & Wellbeing
- > Overview of Discrimination & Equality Act 2010

## BOOK YOUR PLACE TODAY



[training@realityhr.co.uk](mailto:training@realityhr.co.uk)



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