

# Essential HR for Line Managers



**Duration: Two Days**

## Introduction:

*Being appointed into a Line Manager position holds significant responsibilities, a key part being the ability to effectively recruit and fairly and consistently manage others. This practical 2 day workshop will provide Line Managers with an overview of their management responsibilities, the key elements of employment legislation to be adhered to, best practice approaches to people management, and how to tackle issues that arise in the workplace.*

## Workshop Content:

This 2 day 'Essential HR for Line Managers' skills workshop will review the following:

### Day 1:

- The role of Line Managers
- Working with HR
- Equal opportunities & discrimination
- Family friendly rights
- Other statutory rights
- The 'Employee Life Cycle' – Line Manager responsibilities
- Recruitment & selection
- Inducting a new employee
- Setting standards & managing performance

### Day 2:

- Managing performance (continued)
- Managing absence
- Managing employee records & data
- Managing discipline & grievances
- Motivating, engaging & developing your people
- Succession planning for the future
- Managing leavers
- Fairness & consistency in management
- The impact of Line Manager behaviour
- Key people management skills
- Summary and quiz

## Course Aim:

Participants will identify the role and responsibilities of being a Line Manager, understand the various stages of an 'Employee's Life Cycle' (from attracting candidates through to termination of employment), together with the key principles of employment legislation and the activities undertaken during the stages of the cycle. Practical exercises will be completed in: creating a person specification, identifying selection methods and when to use them, identifying main terms of employment, planning induction programmes, managing probationary periods, setting 'SMART' objectives, handling performance problems, identifying employee data to be managed, handling a grievance, and identifying unfair and potentially fair reasons for dismissal.

## Training Suitable For:

*This 2 day course is a must for all Line Managers and Supervisors and is ideal to be incorporated into a new Manager's Training Plan.*

## Learning Objectives:

- To provide an overview of the key principles of employment legislation and how they impact on recruiting and managing people
- To understand the importance of good people management practices
- To identify the 'Employee Life Cycle' and the activities undertaken during the various cycle stages
- To understand the importance of fairness and consistency and the impact of Line Manager behaviour
- To identify best practice approaches to managing performance and managing performance concerns
- To identify unfair and potentially fair reasons for dismissal

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