



HR FOR NON HR TYPES

Overview

A valuable and highly interactive one day workshop on the basics of employing people in the creative industries. Any person recruiting, employing or contracting others in the creative industries need an understanding of the basics of Human Resource practices to make good decisions and avoid legislation pitfalls. This interactive workshop provides practical knowledge and tools to enable creative managers to tackle the basic HR issues themselves.

Aim

The aim of the workshop is to clarify and practice key knowledge and skills required for hiring, managing and ending employment and contracts in the creative industries.

Objectives

By the end of the workshop, people will be able to

- Understand HR codes of practice
- Understand essential HR issues
 - Recruitment
 - Managing Performance and Appraisals
 - Disciplinary action
 - Grievances
 - Equality and Diversity
 - Redundancy and terminating contracts
 - Employment Tribunals
- Understand the implications of employment legislation in your workplace
- Know where to go for help

Workshop Outline

This is a one-day programme, starting at 9.30 and finishing at 5.00. The day provides an overview of the fundamental level of understanding and skills that will enable people to conduct basic HR practices within the realms of the law. Signposting to sources of further information will be provided.

The workshop will use a range of interactive activities – group and individual exercises, case studies and discussions. There will be formal input of legislation, policies, procedures and codes of practice.

The teaching method used is “experiential learning” and is designed towards effective application of what has been learned to maximise the value of the course.

This workshop provides the opportunity to discuss and reflect on the delegates “real-life” situations and to formulate new approaches to improve their performance. Delegates should attend in a positive frame of mind willing to try new ideas and to challenge conventional thinking.

Skills Channel TV

The aim of Skills Channel TV is to help people achieve. Current clients include various screen agencies, national broadcasters and new media businesses as well as a range of production companies and design groups. Skills Channel TV is one of the UK’s largest growing media training providers.



HR FOR NON HR TYPES

Time	Content	Output
0930	Arrive and Welcome	<ul style="list-style-type: none"> • Session Outline • Benefits • Delivery Style
	Personal Introductions	<ul style="list-style-type: none"> • Identification of current knowledge and experience
	Overview of employment laws	<ul style="list-style-type: none"> • Know the major legislation that affects employment and how to work within the realms of the law
	Recruitment and Selection	<ul style="list-style-type: none"> • Know the main stages of Recruitment and Selection • Do's and Don'ts • Cost implications of poor people selection and management
	Appraisals and Performance Management	<ul style="list-style-type: none"> • Know how to deal with performance issues • Know how to conduct an appraisal • Do's and Don'ts
1245	Lunch	
1315	Discipline, Grievance and Dismissal	<ul style="list-style-type: none"> • Ability to implement disciplinary action and know the stages to go through • Ability to handle grievances and know the stages to go through • Ability to make a dismissal following disciplinary action
	Redundancy	<ul style="list-style-type: none"> • Understand the Redundancy process and the key legislation
	Employment Tribunals	<ul style="list-style-type: none"> • Understanding the basic process and what is required in preparing for and attending an Employment Tribunal • How to avoid Employment Tribunals
	Record Keeping	<ul style="list-style-type: none"> • Understand the importance of note-taking both in terms of quantity and quality
	Where to get help	<ul style="list-style-type: none"> • Signposts to further advice and information
	Summary	<ul style="list-style-type: none"> • Review of key points • Action planning • Workshop evaluation
1700	Close	