HR Essentials with Pitman Training

HR is a vital function in any organization as it's responsible for recruitment, remuneration, staff training and development, employee relations, Industrial relations and organisational development to name just a few.

Working within the HR department is a fulfilling role and it's essential that those working in this area are knowledgeable, skilled and trained correctly. You'll be dealing with delicate and confidential matters daily and everything has to be handled correctly, and lawfully, as there could be costly repercussions if it goes wrong.

This course is an excellent starting point for you to learn essential knowledge on areas such as recruiting new staff, employment contracts, salary processing, maternity rights and staff performance appraisals. You'll work through the course using a fictitious case study company so you can really understand the ins and outs of HR in a business.

So if you're looking to work as an HR Assistant or add an HR specialism onto your current role, our HR Essentials course is a great place to start.

Designed for

This is an ideal beginner's level HR training course if you're looking to work in an organisation as an HR Assistant or within an HR Department. It would also suit those who've been given responsibility for staff management.

Objectives

This course aims to teach you about the procedures and processes involved in running an HR department.

Course Content

Along with the Introduction, there are five lessons you'll work through.

Lesson One: looks at the role of HR, the recruitment and selection process which includes looking at reasons for recruitment, job descriptions, recruitment methods, interview preparation and handling and more.

Lesson Two: a key HR lesson which looks at the different types of employment contract, how to prepare for a new employee. How to plan induction sessions, how to keep proper personnel files and data protection.

Lesson Three: this lesson looks at employee salaries, the National Minimum Wage, how pay is made up, employee benefits, Working Time Regulations, flexible working and the staff handbook.

Lesson Four: you'll look into maternity rights, maternity leave and returning to work, paternity and adoption rights, managing and reducing absence, sickness policy, disciplinary rules and procedures, terminating employment and associated tasks.

Lesson Five: here you'll look at managing employee performance, appraisals, identifying training needs, planning, implementing and evaluating training, health and safety responsibilities of an employer, careers in HR.

Benefits

- **The flexibility and value of a self-study course designed to enable you to work at your own pace.**
- **In centre study with our friendly course advisors available for support and guidance as and when you need it.**
- **The opportunity to gain a widely recognised Pitman Training certificate.**

Course duration: **12 hours**