

# APPLIED HUMAN RESOURCES MANAGEMENT

Course Code: CT192001

## TRAINING OUTLINE

This workshop is designed for business owners or supervisors of small to medium-sized enterprises. It provides participants with a practical understanding of the obligations of employers. The workshop covers legislation and human resources procedures in an easy-to-follow format and is suitable for people who have not undertaken human resource management previously.

At the end of the workshop, participants will:

- List the key pieces of employment legislation applying to businesses in Ireland
- Understand the process of employing staff from recruitment and selection, through to termination
- Understand how to conduct performance appraisals and handle problems in the employer/employee relationship
- Explain the staff files that should be retained by an organisation and the data retention periods that apply

Workshop attendees will receive a human resources management toolkit to help them to apply what they have learned in their own organisations and enterprises.

## TRAINING OVERVIEW

**Delivery Mode:** Workshop

**Contact Hours:** 6

**Completion Certificate:** Yes

## PARTICIPANT PROFILE

This workshop is suitable for business owners, managers and staff of small enterprises and non-profits

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