



*fusionHR*  
IT'S A PEOPLE THING

# Key Skills for Effectively Managing People

## Target Audience

Senior and Middle Leaders

## Course Details

As a middle leader this unique programme of six sessions will help you develop your confidence and leadership skills and enable you to improve your ability to lead and manage people and change. Learn in a practical way how to manage staff attendance, disciplinary, grievances, investigations, performance and capability. In addition, there will be an opportunity to look at different management styles and techniques and to learn current employment law best practice. Each session provides an opportunity to network with leaders from other settings.

### The Underpinning Principles of Managing People

- HR Do's and Don'ts and Employment law basics
- Comply with the Equality Act 2010
- Trade union involvement

### Managing Staff Attendance

- Know how to embed a fair absence management process
- Learn how to manage both long and short-term absence effectively using absence triggers and targets
- Know how to avoid discrimination and support employees to remain in work

### Managing Under-Performance and Capability

- How to identify underperformance - when's the right time?
- Learn how to implement and review support/action plans
- How to exit staff who cannot improve performance

### Two-Part Session - Managing Discipline/Grievances and Investigations

- Use disciplinary and grievance procedures appropriately
- Pro-actively avoid discrimination claims
- Understand the key principles and pitfalls of carrying out a management investigation

### Managing People

- Understand the complexities of managing people effectively
- Online interactive session to review key skills learnt during the programme

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## Six-Part Training Course

**Date:** 1 May 2018  
15 May 2018  
5 June 2018  
19 June 2018  
3 July 2018  
17 July 2018

**Time:** 9.30am Networking  
and Coffee  
10am – 12noon – Session

**Venue:** Fusion Offices, East Ardsley

**Cost:** SLA Clients - £500 plus VAT  
Non- SLA Clients - £750 plus  
VAT for the 6 sessions

## How to Book

- Call 01924 827869
- Email [training@fusionbusiness.org.uk](mailto:training@fusionbusiness.org.uk)
- Go online to [www.fusionbusiness.org.uk](http://www.fusionbusiness.org.uk)