

Recruitment and Employee Relations for Managers

Course outline

Audience

Team leaders, supervisors and managers in scientific and non-scientific disciplines in the Life Sciences sector

Duration

One day

Objectives

Line management responsibilities include the ability to recruit the best employees for their team and apply internal policies and procedures professionally and consistently to achieve a stable and productive working environment.

Recruitment and employee relation processes, procedures and policies are continuously evolving, but there are also some fundamental good practices and tips for applying these effectively.

This course provides an opportunity for team leaders, supervisors or managers to learn about established good practices as well as the latest in the areas of recruitment and employee relations.

The course is designed for in-house delivery and will be tailored to reflect individual company processes, policies and procedures.

It will combine presentations with opportunities for discussion and practical exercises.

Content

1. Recruitment:

- Understand the importance of good selection decisions
- Be able to follow a structured, consistent process for recruitment
- Know how to prepare for and conduct effective interviews
- Use competencies to identify the best candidates for positions
- Avoid some of the common interviewing traps, errors and biases

2. Employee relations:

- Understand key elements of employment law and types of discrimination
- Understand your key HR policies and be able to apply to various employee relations situations
- Understand your responsibilities as a line manager

3. Identify your next steps for applying what you have learned

Availability and cost

Please get in touch with the training provider at info@riverrhee.com, tel +44 (0) 7876 130 817