



Skillsbootcamp

14th September 2022

8:30 AM Mind the HR Minefield

Summary:

As a manager or leader navigating the HR minefield is both daunting & time consuming consequently many are too afraid to act when they need to. This session simplifies the process & gives leaders a "common sense" approach with tips & tools from a dedicated HR professional.

Key learning :

- Make sense of the common misconceptions;
- Laws of common justice and fairness;
- Advertises and interviews the yes and the no's;
- How to deal with your problem employees;
- The top ten best tips we have found from reading 100's of articles and attending sessions.

It would suit:

Leaders, managers and supervisors that have to manage a team on a daily basis and are unsure of what they can and cannot do or say. It is particularly useful for those in organisations with a stretched HR resource who need managers to be more proactive and accountable for their people

10:30 AM Managing Bullying and Harassment

Summary:

People have the right to be treated with dignity and respect at work. When they feel bullied or harassed it can impact productivity, performance, lead to absence and high turnover. This session gives managers and leaders the tools to spot the warning signs, foster an environment of respect and how to be assertive without being aggressive themselves.

Key learning :

- The definition of bullying and harassment and how to recognise it;
- How the law views it and the consequences should it proceed to Court;
- How to deal with bullying and harassment in the work place;
- How to manage your own approach to find the balance between pliable and assertiveness;
- The top ten best tips we have found from reading 100's of articles and attending sessions.

It would suit:

Any organisation that does not currently have this training should send all their managers and supervisors on it. Leaders, managers and supervisors that have to manage a team on a daily basis and are unsure of what they can and cannot do or say. At best this can help prevent bullying in your workplace or help mitigate against a fine should you be taken to court.

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