



Contracts and Policies

HR, Leadership and Team Management Skills



Introduction

In this module, delegates will discuss the content and importance of contracts, policies and procedures issued to staff. Working on real documents, delegates will be able to identify requirements specific to their workplace as well as legislative must-have paragraphs. This session puts focus on applicability not just academics, and delegates will be able to gain true understanding through practical application.



Course Duration

SSG offer this module as part of a full or half day course which can be delivered as a classroom or virtual course.



Course Attendees

This course is suitable for SME owners, senior managers, team leaders and supervisors.



Course Programme

- Legislative requirements
- Conduct an organisational needs analysis
- How to choose the right type of contract
- How to construct an effective policy or procedure

On completion of the course delegates will be able to:

- Understand the difference between a policy and procedure
- Put together a basic policy framework for their organisation
- Appreciate the importance of an employee handbook
- Know key elements of a basic contract of employment
- Understand their legislative obligations as employers



Training Certification and Assessment

Following successful completion of training, SSG course attendance certificates will be issued which are valid for three years. It is recommended that certification is renewed every three years to ensure those persons responsible are kept up to date with best practices.



Suggested Follow on and Complementary Courses

This module can be combined with other subjects for a half or full day course. Please contact our Customer Service team for more information.