



HR Administration Workshop



Helen Colechin from The HR Dept will lead the Workshop which will include information regarding your responsibilities as an employer from the beginning to the end of the employment relationship.

This will cover:

- Storing Personnel Records
- Employers Liability Insurance
- Recruitment
- Payroll
- Inducting New Starters and Probationary Periods
- Holiday, Sickness and Other Absence
- Pensions
- Dealing with Conflict and Resolving Problems – Disciplinary and Grievance
- Health and Safety
- Family Friendly
- At the End of Employment

Attendance at the Workshop costs £150 (+VAT). This will include a light lunch and all delegates will take away a complimentary pack containing information on the topics.

A recent testimonial:

“Helen made what can be seen a complex topic, clear and concise as well as fun and enjoyable. Helen was very flexible to the needs of the group, and covered a complete range of topics on the day”.

SARAH KING, UKHCA

Wednesday
25th April 2012
9.00 am-2.00 pm

Jury's Inn Hotel
Wellesley Road
Croydon CR0 9XY

<http://croydonhotels.jurysinns.com/DIRECTIONS>

Reserve your place at the Workshop by emailing Jane.Chant@hrdept.co.uk or call **0845 6349169**

Please be aware that places are limited and booking is essential.