



THE HR DEPT PRESENTS AN

INTRODUCTION TO HR MANAGEMENT
AND ADMINISTRATION

Workshop

**Wednesday
7th March 2012
10.00am-3.00pm**

VENUE

The HR Dept
1210 Parkview
Arlington Business Park
Theale
Reading
RG7 4TY

[Click here](#) for directions

ATTENDANCE COSTS

£150.00 (+VAT)

This will include a light lunch.
Delegates will be issued with a complimentary HR Administration Manual which includes detailed notes, template letters and forms.

The HR Dept presents an HR Administration Workshop lead by Albert Keeshan and Kiera Wright. The workshop 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 and Sickness Absence
- Pensions
- Resolving Problems – Disciplinary and Grievance
- Health and Safety
- Family Friendly
- At the End of Employment
- Discrimination

Reserve your place at the workshop by emailing albert.keeshan@hrdept.co.uk or calling 0845 634 9161.

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