

Training for Employees



Keeping your HR affairs in order will ensure the smooth-running of your business. That's why Croner have launched a series of hands-on training courses to help your employees get to grips with the fundamentals of HR.

Our HR specialists will lead comprehensive and interactive workshops at a venue of your choice on...

Absence Management

Essential skills to investigate and manage instances of absence fairly. Attendees will receive guidance on the absence management procedure, the required role of a manager and knowledge of the relevant HR legislation.

Intended Audience: Managers & Supervisors



1 Day Course

Appraisal & Performance Management

The course is designed to help delegates acquire the knowledge, skills and confidence to manage and improve performance within their teams and to undertake effective appraisal reviews with their direct reports.

Intended Audience: Managers & Supervisors



1 Day Course

Equality & Diversity

Comply with legal requirements regarding equality and diversity in the workplace. The course content covers Equality Act 2010, protected characteristics, avoiding discrimination and the barriers to equality and diversity.

Intended Audience: All Employees



½ Day Course

Investigation, Disciplinary & Grievance

The course is designed to gain an effective understanding of how to conduct and manage a fair internal investigation, from gathering and assessing evidence through to presenting findings, conducting disciplinary hearings and managing grievances raised by employees.

Intended Audience: Managers & Supervisors

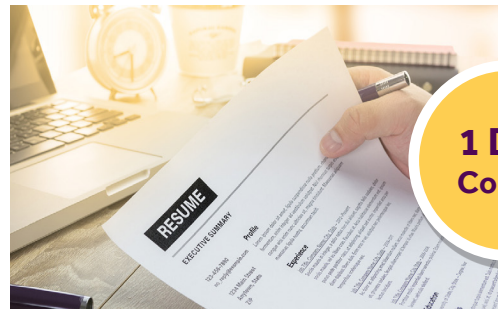


1 Day Course

Recruitment & Selection

This training will provide employees with a comprehensive understanding of the recruitment and selection process. Training includes guidance on advertising a vacancy, writing job specifications, shortlisting, practical interviewing skills, offers, rejections and onboarding.

Intended Audience: Managers & Supervisors



1 Day Course

Time Management

This training will provide employees with guidance on how to manage their time effectively. This course will focus on how to gain control of your time and make more use of it, allowing attendees the potential to achieve more in their role.

Intended Audience: Managers & Supervisors



1 Day Course

Managing behaviour in the workplace & Sexual Harassment Awareness

Delegates will gain an effective understanding of how to manage difficult workplace conflicts and inappropriate behaviour, distinguish between acceptable performance management practices and workplace bullying and to enable delegates to develop an understanding of sexual harassment in the workplace and how to deal with issues arising from this.

Intended Audience: Managers & Supervisors



1 Day Course

Assertiveness

This course is designed to assist employees to gain an effective understanding of what assertiveness is and how delegates can use this skill effectively. The delegates will develop an understanding of when they can be assertive and what the differences are between assertive, aggressive and passive aggressive.

Intended Audience: All Employees



1 Day Course

Effective Communication

This course is designed to gain a thorough understanding of the communication cycle, and to learn new and effective communication techniques. We'll cover everything from body language to negotiation skills and influencing people.

Intended Audience: All Employees



1 Day Course