



Optimum Results

Business Training Experts

Basic HR

Programme Overview

- To understand basic legislation and its implications for the business.
- Have a clear understanding of candidate specifications.
- Develop interviewing techniques.
- Recruiting the right people.
- Understand the benefits of performance management systems.
- Set up performance management controls in the organisation.
- The tools needed to effectively manage performance.

Programme Outline

Employee Legislation

- Legal considerations of recruitment
- Discrimination in the workplace
 - Employee equality act
 - Unfair Dismissals Act 1977 to 2001

- Implications of the acts on business decisions and procedures, onus of proof on employer

Interview and Recruitment Skills

- Define job and applicant specifications

- Screening applications and selection techniques
- Preparation for the interview—questioning techniques
- Choosing the right person

Performance Management Systems

- Introduction to performance management
- Benefits of a PM system
- Considerations for setting up a PM system
- Setting SMART objectives.

Optimum Results Ltd
 The Business Centre,
 Blackthorn Business Park
 Coe's Road
 Dundalk
 Co Louth

Tel: +353 42 9333033

Email: info@optimumresults.ie

Web: www.optimumresults.ie

