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this Free
Seminar
now!!

3HR Workshop

~ How to manage performance ~

Venue: 3HR plc, Ground Floor, 107 Leadenhall Street, London EC3A 4AF
Date: 20th August 2009
Time: 2:45pm ~ 5.30pm
Trainer: Alastair Wood FCIPD

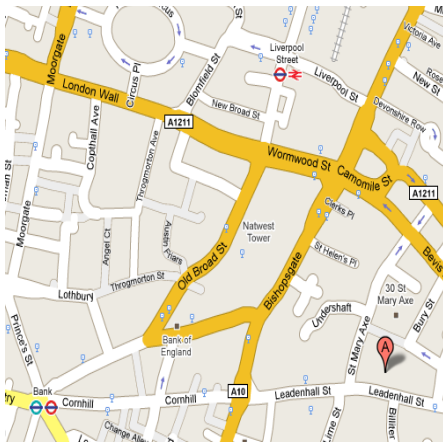
Knowing how to handle performance management issues is essential for effective management and the protection of your company's interests. Performance management is a broad area of responsibility that includes assessment during probation, annual appraisals, disciplinary inquiries and grievances. It is on these areas that we will concentrate on a half- day course designed to discuss with participants the key factors to be addressed in managing these areas of employee performance. It also provides practical guidance on handling difficult situations.

Objective: To enhance managers' ability to manage performance with confidence and to good effect by following best practice.

Deliverables: Having completed the course participants should be able to:

- Manage their employees' performance effectively
- Understand aspects of employment law and good practice in relation to disciplinary and grievance procedures including ACAS code of practice and the role of employment tribunals
- Conduct a disciplinary or grievance hearing properly
- To deal with problem situations as they arise
- Understand an employee's right of appeal and right to be accompanied
- Handle a gross-misconduct incident in a methodical and structured manner
- Improve questioning and listening skills
- Understand the legal issues surrounding fairness, consistency and equality of treatment
- Identify and deal with specific areas of concern such as long-term sickness, harassment or bullying
- Do's and Don'ts

To attend this training session, please complete the enclosed Training Booking Form and **return it to us by the 14th August 2009.** Space is limited so please apply early and avoid disappointment.





Seminar Registration Form

Please tick one of the following options:

- I would like to attend your free seminar on 20th August 2009
- I cannot attend your seminar, but would like to receive the seminar handout

For further information, please contact Kaori Murakami on 020 7469 4505. To register, please complete below and fax (020 7929 6936) **OR** return the form in the enclosed pre-paid envelope to reach us **by the 14th August 2009**.

Name:

Position:

Company Name:

Company Address:

.....

Direct Telephone Number:

Email*:

*** PLEASE NOTE THAT REGISTRATION CONFIRMATION WILL BE SENT VIA EMAIL**