

Get Into Personnel

- Designed for:** Those who wish to gain an introduction to the work of the personnel department.
- Prerequisites:** Experience of using Windows, Word, Excel and Access to proficient level.
Some experience of using Mail Merge
- Objectives:** To learn the basics of personnel

Course Content

- **Lesson 1:** The importance of the Personnel Department, company case studies, methods of recruitment, methods of applying for jobs, reviewing application forms
- **Lesson 2:** Legal responsibilities as an interviewer, preparing for interviews, setting up an interviewee database, questioning techniques
- **Lesson 3:** Preparing for a new employee, inducting a new employee, understanding the need for training, what to include in a training session
- **Lesson 4:** Contracts of employment, personnel records, terms and conditions of employment, disciplinary action, procedures for dealing with leavers

Benefits

- Learn an introduction to personnel principles
- The flexibility and value of a self-study course designed to enable you to work at your own pace
- A personalised workbook to use as a reference guide on completion of the course
- The opportunity to gain the widely recognised Pitman Training Certificate

Course duration: 10 - 12 Hours

What next: Manual PAYE
Sage Payroll