



Contracts and Policies

Essential HR and Employment Law Training



Introduction

In this module, we discuss the importance and content of contracts, policies and procedures issued to your staff. Working on real documents, you will be able to identify requirements specific to your organisation as well as legislative must-have paragraphs. This session puts focus on applicability, not just academics, and delegates will be able to gain true understanding through practical application.



Course Duration

SSG offer this module as part of a full or half day course.



Who Should Attend

- SME Owners, Directors and Senior Managers
- Team Leaders and Supervisors

This module works best when teamed with our 'Employment Law Basics' session.



Course Programme

The course will be broken down into the following modules:

- Legislative requirements
- Conduct an organisational needs analysis
- How to choose the right type of contract
- How to construct an effective policy or procedure

On completion of the course delegates will be able to:

- Understand the difference between a policy and a procedure
- Put together a basic policy framework for their organisation
- Appreciate the importance of an employee handbook
- Know key elements of a basic contract of employment
- Understand their legislative obligations as employers



Certification and Assessment

Attendance certificates will be issued after course completion and are valid for 3 years. It is recommended that certification is renewed every three years to ensure that those persons responsible are kept up to date with best practices.



Suggested Follow on and Complementary Courses

This module can be combined with other subjects for a half or full day course. Please contact our Customer Service Team for more information.