

# Managing HR Issues



## Course Overview

**Appraisals Training for Reviewers:** provides a good understanding of the importance of undertaking appraisals and how these support the future direction of your service. You will also get an overview of the KSF and an understanding of the pay gateways.

**Objective Setting:** supports the Appraisal Training and Managing Performance modules.

**Managing Performance:** provides a good understanding of the causes of poor performance, and will gain a knowledge of a range of management tools available to prevent poor performance.

**Disciplinary:** an overview of the Trust's Disciplinary Policy and what constitutes misconduct/ gross misconduct.

**Bullying and Harassment:** provides a good understanding of the legal framework, behaviours that constitute bullying and harassment, its effects on individuals and the workplace and the importance of managing these situations effectively.

**Grievances:** provides a good understanding of what constitutes a grievance, the importance of effectively handling grievances and the best practice measure to resolve and prevent these.