

CPD Course in Personnel Skills

Open Learning Programme Information

<p>Programme Information</p>	<p>Course Outline</p>	<p>Module 1: Records, Systems and IT</p> <p>Initiating and maintaining accurate records Manual and computerised systems IT software and application in Personnel Data Protection Act 1998 Email and use of the Internet within Personnel</p> <p>Module 2: Recruitment and Selection</p> <p>The importance of recruitment and selection Overview - Recruitment process Selection process and making an Offer Induction Evaluation</p> <p>Module 3: Personal Development</p> <p>Introduction Self-Development in the workplace Negotiations, and influence Time management Continuing Professional Development</p> <p>Module 4: Employee Relations</p> <p>Managing employee relations Interviewing Skills Grievances in the workplace Disciplinary matters Employee involvement</p> <p>Module 5: Legislation in Personnel</p> <p>Employment Legislation Civil Law Employee protection rights Trade Unions and redundancy Other legislation</p>
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