Personnel Skills



- 1. Add your chosen course to your basket
- B. Complete the online payment & registration process
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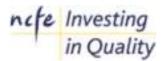






Certification Level 2 AWARD

This course is fully accredited by NCFE



Why us?

- 1. Study from home
- 2. Full support
- 3. Max one year Study
- Pay as you learn Guaranteed finance (UK only)
- 5. Enrol anytime
- 6. Recognised awards



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Enrolment hotline: 01827 283735 or 0800 0131030

Personnel Skills Level 2



Module 1: Records, Systems and IT

Initiating and maintaining accurate records
Manual and computerised systems
IT software and applications in personnel
Data protection Act 1998
email and the use of the internet within personnel

Module 2: Recruitment and selection

The importance of recruitment and selection
Overview- Recruitment process
Selection process and making an offer
Induction
Evaluation

Module 3: Personal development

Introduction
Self-development in the workplace
Negotiations and influence
Time management
continuing professional development

Module 4: Employee relations

Managing employees relations Interviewing skills Grievances in the workplace Disciplinary matters Employee involvement

Module 5: Legislation in Personnel

Employment Legislation
Civil law
Employee protection rights
Trade unions and redundancy
Other legislation

Find it cheaper & we'll beat it by £10

Average 60 study hours

