



Human Resources Performance Improvements

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Introduction:

A performance improvement plan is a formal process used by supervisors to help employees improve performance or modify behavior. The performance improvement plan, as it is sometimes called, identifies performance and/or behavioral issues that need to be corrected and creates a written plan of action to guide the improvement and/or corrective action. This course offers a deep-dive into HPI topics, presented in an engaging, interactive, and easy-to-apply way.

Who Should Attend?

- Team leaders
- Project managers
- Supervisors and team members
- Anyone who is or will be responsible for managing teams or individuals
- Anyone involved in HR planning

Methodology:

This interactive Training will be highly interactive, with opportunities to advance your opinions and ideas and will include;

- Lectures
- Workshop & Work Presentation
- Case Studies and Practical Exercise
- Videos and General Discussions

Certificate:

BTS attendance certificate will be issued to all attendees completing minimum of 80% of the total course duration.

Program Objectives:

- Knowing the origins and major theories of HPI
- Being able to examine and apply analysis models to determine the performance gap and its root causes
- Learning how to evaluate the impact of solutions
- Outlining a strategy for selecting solutions that address the root causes of performance gaps
- Identifying standard practices and relationships engaged in by performance consultants
- Learning how to lead the design and development of solutions

Contents:

DAY 1:

- Coaching and counseling
- Your role and the role of others
- Key skills of an effective coach
- A structured approach to coaching
- Management of self and time
- Understanding how well you use your time
- Identifying your key result areas
- Prioritizing your activities
- Planning and scheduling your work

DAY 2:

- Top tips on time management
- Effective management of meetings
- Preparing for the meeting
- Facilitating the meeting
- Managing the follow-up
- A checklist on meeting skills
- The legal framework
- Statutory employment rights

DAY 3:

- Defining employment status
- Agency workers
- Contractors' staff
- How Employment Tribunals determine status
- Managing agency workers, contractors and self-employed
- Employment Equality
- Age discrimination

DAY 4

- Direct and indirect discrimination
- Managing attendance
- The legal dimension
- Procedure for dealing with long-term absence
- Return to work interviews
- Medical certificates
- Unfair dismissal
- Types of dismissal

DAY 5:

- Automatically unfair dismissal
- Compensation - current developments
- Rights of representation
- Disciplinary procedures
- A fair disciplinary procedure
- Understanding the new legislation
- Dealing with conduct and capability
- Employees' rights