

Open Courses  
Training Calendar  
October 2023 –  
March 2024

# HR & Management Training

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HR



## Open Courses Calendar

These courses are delivered virtually by our highly experienced trainers. They offer a very cost-effective way to increase your knowledge and confidence in key HR and People Management topics in an interactive format.

All our open courses are delivered in half-day sessions for only **£95 + VAT** per delegate. Courses that comprise two half-day sessions are **£190 + VAT** per delegate.



For HR Solutions clients: Please contact either your normal HR Solutions contact or [help@hrsolutions-uk.com](mailto:help@hrsolutions-uk.com) to register your interest or book your place.

Date	Duration	Course title	Course description
<b>October</b>			
19 October	½ day	<b>Managing disabilities at work</b>	When it comes to the UK equality and discrimination legal framework, special protections are provided for those who have a disability. Awards of compensation for disability discrimination are uncapped and can be costly both financially and in terms of reputation. This course provides a comprehensive overview of the responsibilities and considerations relevant when managing staff with a mental or physical disability.
<b>November</b>			
1 November	½ day	<b>Managing Conflict</b>	Ensuring managers can quickly identify and handle conflict in their teams is crucial to a successful organisation. This training course helps organisations adopt a proactive approach to people and relationship management, reducing the likelihood of conflicts arising or escalating into disruptive and costly disputes.
2 November	½ day	<b>Developing your People Plan</b>	Do you know how you can get your people to reach their full potential to maximise their contribution to your organisation? This practical session will help you identify your business' key challenges and risks; provide you with guidance on how to create a strategically focussed people plan. You will develop your action plan to take back to your organisation.
8 November	½ day	<b>Menopause Awareness</b>	The potential impacts of the menopause in the workplace are now clearly recognised. Many employees going through the menopause suffer in silence due to a reluctance to seek support from their manager. This can lead to poorer physical and mental health, feelings of isolation and helplessness. This can impact performance, productivity, relationships and employee engagement. This course will increase your knowledge and confidence in engaging in supportive conversations with employees.
13 & 20 November	Two ½ days	<b>Managing grievances and disciplinary cases (including investigations)</b>	Disciplinary and grievance procedures aren't simply a mechanism for imposing sanctions – they are an aid to effective management, enabling you to resolve issues fairly and consistently. This includes the ability to undertake effective and legally compliant investigations. This 2-part course will help managers develop their knowledge and confidence in handling discipline and grievance matters.

15 November	½ day	<b>Managing Mental Health at Work</b>	Poor mental health affects 1 in 4 people each year. Despite this, only 24% of managers have received training on mental health at work. This leads to issues going undetected with employees not getting the support they need and their overall performance affected. This course will increase your knowledge and confidence to help you open up supportive conversations and address concerns effectively.
23 & 30 November	Two ½ days	<b>Leading your Team</b>	Managers have to juggle managing the workload, the individuals as well as the team cohesiveness. This 2-part course explores how to effectively manage your team in this context, from defining the remit of your role as a manager, understanding different needs to developing the team culture. This is a thought-provoking session that helps delegates understand their management style and how to adapt in order to be successful.
28 November	½ day	<b>Managing Change</b>	Successful organisational change is difficult to achieve, requiring balance between meeting your strategic objectives and ensuring your operations remain effective. This needs commitment and engagement from your teams during and after implementation. This session will help you identify the issues and principles associated with change management, and equip you with techniques to approach and undertake change management initiatives effectively.
29 November & 6 December	Two ½ days	<b>Employment Law Essentials for Managers</b>	This 2-part course provides an essential overview of the key areas of employment law, and how it impacts on those everyday work situations. It provides delegates with the knowledge and skills to prevent or approach common workplace issues confidently and in accordance with current employment law. It will help you mitigate the risk of disputes and increase its chance to defend any potential employment tribunal claims effectively.

## December

7 December	½ day	<b>Managing Difficult Conversations</b>	This popular course identifies the types of difficult conversations managers may face and explores constructive tools and techniques to deal with common management challenges. Through discussions and activities, we identify what makes a conversation difficult, how to address it and increase the chances of a positive outcome.
12 December	½ day	<b>Managing Performance</b>	Effective performance management is key to engagement, motivation and talent retention. With case studies and practical exercises, this course brings to life the benefits of proactive and consistent performance management from setting clear expectations to addressing poor performance cases.



## January 2024

11 January	½ day	<b>Managing Fertility issues at Work – and other family-related leave</b>	Fertility issues affect many employees and can have a significant impact on productivity and wellbeing. This session outlines the challenges faced by staff and managers in this area. It offers guidance around the legal framework and best practice to handle these issues sensitively and effectively. We also include a round up of the UK statutory family-related leave provision and how to apply to day-to-day line management.
15 January	½ day	<b>Managing Neurodiversity</b>	Neurodiversity is the term used to refer to the naturally occurring differences in the way that our minds work; no two brains are quite the same. There are aspects of the workplace that might present challenges for neurodivergent staff and their managers. This course will help delegates to better understand neurodiversity and support neurodivergent employees to enable them to thrive in the workplace.
18 January	½ day	<b>Effective Time Management</b>	Good time management is a core skill enabling productivity, efficiency and better decision-making. It is also crucial to creativity and wellbeing at work. This interesting session aimed at staff and managers alike will explore common pitfalls and provide tools and strategies to maximise this precious resource.
25 January & 1 February	Two ½ days	<b>Effective recruitment and onboarding (Inc interviewing skills)</b>	The impact of poor recruitment practice can be felt in financial terms, loss of productivity, waste of management time and even reputational damage. Recruiting the right person first time is essential to the success of your organisation. This 2-part course will equip managers with the skills and understanding of best practice in recruitment and selection, to enable them to identify, attract and retain the best talent available.
30 January	½ day	<b>Addressing a toxic work culture</b>	This interactive workshop builds on our very popular Tackling toxic behaviour webinar, and complements our Managing difficult conversations and Managing conflict courses. It will identify the types of toxic situations that may occur in your workplace and any wider factors contributing to a negative culture. It will help you develop strategies and apply tools to help deal with these specific challenges and explore how to create a healthy and productive work environment.

## February

6 February	½ day	<b>Managing Disabilities in the Workplace</b>	When it comes to the UK equality and discrimination legal framework, special protections are provided for those who have a disability. Awards of compensation for disability discrimination are uncapped and can be costly both financially and in terms of reputation. This course provides a comprehensive overview of the responsibilities and considerations relevant when managing staff with a mental or physical disability.
13 & 20 February	Two ½ days	<b>Leading your Team</b>	Managers have to juggle managing the workload, the individuals as well as the team cohesiveness. This 2-part course explores how to effectively manage your team in this context, from defining the remit of your role as a manager, understanding different needs to developing the team culture. This is a thought-provoking session that helps delegates understand their management style and how to adapt in order to be successful.
14 & 21 February	Two ½ days	<b>Managing grievances and disciplinary cases (including investigations)</b>	Disciplinary and grievance procedures aren't simply a mechanism for imposing sanctions – they are an aid to effective management, enabling you to resolve issues fairly and consistently. This includes the ability to undertake effective and legally compliant investigations. This 2-part course will help managers develop their knowledge and confidence in handling discipline and grievance matters.

27 February	½ day	<b>Managing Difficult Conversations</b>	This popular course identifies the types of difficult conversations managers may face and explores constructive tools and techniques to deal with common management challenges. Through discussions and activities, we identify what makes a conversation difficult, how to address it and increase the chances of a positive outcome.
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## March

5 March	½ day	<b>Menopause Awareness</b>	The potential impacts of the menopause in the workplace are now clearly recognised. Many employees going through the menopause suffer in silence due to a reluctance to seek support from their manager. This can lead to poorer physical and mental health, feelings of isolation and helplessness. This can impact performance, productivity, relationships and employee engagement. This course will increase your knowledge and confidence in engaging in supportive conversations with employees.
6 & 13 March	Two ½ days	<b>Employment Law Essentials for Managers</b>	This 2-part course provides an essential overview of the key areas of employment law, and how it impacts on those everyday work situations. It provides delegates with the knowledge and skills to prevent or approach common workplace issues confidently and in accordance with current employment law. It will help you mitigate the risk of disputes and increase its chance to defend any potential employment tribunal claims effectively.
14 March	½ day	<b>Managing Change</b>	Successful organisational change is difficult to achieve, requiring balance between meeting your strategic objectives and ensuring your operations remain effective. This needs commitment and engagement from your teams during and after implementation. This session will help you identify the issues and principles associated with change management, and equip you with techniques to approach and undertake change management initiatives effectively.
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26 March	½ day	<b>Managing Conflict</b>	Ensuring managers can quickly identify and handle conflict in their teams is crucial to a successful organisation. This training course helps organisations adopt a proactive approach to people and relationship management, reducing the likelihood of conflicts arising or escalating into disruptive and costly disputes.

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## Institute of Leadership and Management accredited Courses (delivered as interactive online programmes, in partnership with HR Solutions)

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31 January & 28 February & 27 March      3 days      **ILM 3**      Aimed at those with line management responsibilities but no formal training. This Award in Leadership and Management is built around 3 modules and 3 assessments:

1. understand how to establish an effective team,
2. understand how to motivate and improve performance,
3. understand the communication process in the workplace

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6 March & 13 March & 10 April & 17 April      4 days      **ILM 5**      Aimed at those with more senior management experience including middle managers, department heads and project managers. This Award in Leadership and Management will enhance your skills and prepare you for more senior leadership responsibilities. This is built around 2 modules and 2 assessments:

1. Developing and leading teams to achieve organisational goals and objectives
2. Becoming an effective leader

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For HR Solutions clients: Please contact either your normal HR Solutions contact or [help@hrsolutions-uk.com](mailto:help@hrsolutions-uk.com) for full ILM course details and costings.

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All of our courses can also be designed and delivered for your organisation either virtually or on-site for up to 12 delegates per session.

For a more in-depth or tailored content we can deliver as one-day workshops. For very large groups, we also deliver short sessions in webinar format.

All our courses are engaging and interactive, bringing the topic to life. We can also offer blended learning programmes with our eLearning solutions.

If you don't see the course you are looking for, or you are interested in a tailored modular programme, please contact your HR Solutions Consultant or email us at [help@hrsolutions-uk.com](mailto:help@hrsolutions-uk.com), and we will get in touch to discuss your specific needs.



*“The whole session was well managed and the facilitator was engaging and clearly very knowledgeable and experienced.”*

*“The training was jam packed with content and really had my attention. I left feeling more confident about handling conflict.”*

*“Thank you for the training. It was delivered brilliantly and was both interesting and relevant.”*