

A guide to good practice in employing staff
a series of 3 one day courses aimed at paid staff and trustees

These courses can be booked together as a series or individually. The price in brackets is the individual course price.

Trainer Sue Webber and Chris Hickey

Venue: GAVCA, 75/81 Eastgate Street, Gloucester, GL1 1PN

Course prices

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| Members, Friends and groups with income lower than £1000: | £150 (£60) |
| Other Voluntary and Community organisations: | £250 (£100) |
| Business or Statutory organisations: | £350 (£140) |

Creative Selection Techniques - Giving yourselves the best chance of finding the best person for the job

Monday 20/10/08

Do you sometimes get bored with the same old way of selecting candidates? Do your current methods always give you the best person for the job? Could you do things differently? Are you concerned about equal opportunities in relation to recruitment? This one day course will address these issues and show that you can be more creative about the recruitment and selection process and stay within the law.

The course will cover:

- Understanding the basics of the law in relation to recruitment and selection
- Ensuring you work within best practice in terms of equal opportunities and feel confident to get the information you need
- Choosing from a variety of selection methods – doing more than just having an interview
- Who to involve in the selection process and the boundaries of their involvement
- Interviewing – what you can and can't do
- How the selection panel work together to create the best possible experience for both you and the candidate

Retaining Staff – good practice in managing and supporting staff
Tuesday 3/2/08

What does your organisation need to be doing to ensure that you effectively manage your staff? This course looks at the practices you need to have in place to ensure that performance is managed and that staff feel well supported and developed. The day is aimed at managers and trustees.

Areas to be covered include:

- Effective performance management – good for the organisation and for the staff member
- Ensuring managers understand your employment policy framework and how to implement it

- Having an organisational approach to one to one supervision and ensuring managers have the skills to do it
- Understanding the purpose and practice of staff annual appraisals
- An organisational approach to training and development
- Creating a culture where supportive management can happen successfully
- Reviewing your performance as a manager or employer

The Legal Side of Employment - Understanding the employment policy and legal framework Wednesday 6/5/08

This course is for voluntary sector trustees/management committee members and managers. No prior knowledge of employment law is required in order to attend, as the day is an introduction to the legal side of employment. It is not an in-depth course on employment law. The course will help to ensure that your organisation has the basics in place and understands how it needs to operate in order to minimise and prevent difficult staffing issues.

- Understanding why your organisation has employment policies - the role of policies and procedures
- The main employment policies and how to use them
- Key elements of the legal framework that underpins employing staff
- Preventing claims and tribunals
- Developing an organisational approach to preventing and managing staff difficulties