

## HR BASICS

### Week 1 - RECRUITMENT & SELECTION

- Job/Person Specification
- Advertising the Position
- Discrimination and unconscious bias
- Steps in the Recruitment & Selection Process
- Screening Candidates/Shortlisting
- Interviewing – legal obligations
- Common Job Interview Questions – things you can and can't ask
- Appointment
- Induction
- Offer of Employment
- Keeping records

### Week 2 - TERMS OF EMPLOYMENT & LEAVE ENTITLEMENTS

- The Terms of Employment (Information) Acts 1994 & 2001
- The Contract of Employment - Summary Points
- Termination of Contract
- The Employment of Children And Young Persons
- Hours of Work and breaks (Organisation of Working Time Act 1997)
- Annual Leave
  - Timing of Annual Leave
  - Payment for Annual Leave
- Public Holidays
- Conditions for qualifying for a Public Holiday benefit
- Protected Leave – what is it?
- Maternity Leave
- Paternity Leave
- Parental Leave
- Parent's Leave
- Adoptive Leave
- Force Majeure Leave
- Carer's Leave
- Jury Duty
- Absenteeism
- Sick Leave
- Keeping records

### Week 3 - EQUALITY AT WORK

- Equal Status Acts 2000 and 2004
- Discrimination in Specific Areas
- Advertising
- Vicarious Liability
- Harassment and Bullying In The Workplace
  - Definition of Harassment
  - Definition of Sexual Harassment

- Definition of Bullying in the Workplace
- Different Forms of Unwanted Conduct Constituting Harassment and Sexual Harassment
- Discrimination by the Employer
- Outside the workforce
- Disciplinary Action

#### Week 4 - **DISCIPLINARY & GRIEVANCE PROCEDURE**

- Misconduct and Gross Misconduct
- Investigation Procedure
- Disciplinary Procedure
  - First Meeting with Employee
  - Second Meeting with Employee
  - Third Meeting with Employee
  - Fourth Meeting with Employee
  - Final Meeting
- Stage 1 - Verbal Warning
- Stage 2 - Formal Written Warning
- Stage 3 - 2nd Formal Written Warning
- Stage 4 – Suspension or Demotion or Dismissal

##### **Grievance Procedure**

- STAGE 1
- STAGE 2
- STAGE 3

#### Week 5 – **BRINGING OUT THE BEST IN YOUR TEAM**

- Mentoring and coaching
- Setting SMART goals
- Listening skills
- Providing good feedback
- Motivating your team
- Carrying out staff appraisals
- Identifying training needs
- Managing talent and succession planning