

# HR Essentials Programme

6 x 4-hour modules, delivered fortnightly



- **Are you a business owner or manager looking to build your human resource management knowledge, skills and experience?**
- **Do you want to increase your human resource understanding to reduce risk in your business?**
- **Do you have HR responsibility or HR aspirations and want to develop a strong foundation of HR practices?**

A business is built on the performance of its people. If you want to get the best out of your people, you need to get the foundations right. This programme will help make sure the core building blocks of your HR practices are legal and rock solid, so that your business is set up for success.

Led by seasoned HR professionals with years of industry experience, our HR Essentials programme is designed to empower you with the most up-to-date knowledge and best practices.

Join our interactive workshops featuring practical exercises and group discussions. Come away with increased knowledge, tools and templates to implement HR best practices immediately.

## Who should attend?

- Business owners and people leaders
- Anyone who has HR responsibility or HR aspirations
- Small business owners looking to establish strong HR foundations
- HR practitioners with limited NZ experience or sit in a sole charge function

## Programme Highlights

- **Understanding HR fundamentals:** Gain a solid foundation in essential HR concepts, including employee lifecycle management, employment law, compliance and HR best practices.
- **Recruitment:** Learn how to develop effective strategies for attracting, hiring and retaining top talent.
- **Development:** Discover the importance of sound induction and onboarding procedures, key performance management practices and how to keep your employees engaged through training and development planning.
- **Management:** Reduce risk in your business by learning how to improve performance, managing disciplinary processes and conducting robust workplace investigations.
- **Exit:** Understand the different pathways employees leave your workplace including medical incapacity, redundancies and abandonment.

Don't miss this opportunity to take your business to new heights!

To register or learn more visit <https://everestpeople.co.nz/events/hr-essentials/>

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## Module Content:

### Module 1 - Comply

- Recognise what a good (and legal) employer looks like
- Understand the legal framework for employing people in NZ
- Identify the key components of compliant employment agreements
- Understand the key elements of the following legislation:
  - a. Employment Relations Act
  - b. Holidays Act
  - c. Privacy Act

### Module 2 - Recruit

- Prepare a successful recruitment process
- Develop an attractive position advert
- Conduct behaviour-based interviews
- Learn how to carry out successful reference checks
- Select the right person and make good job offers

### Module 3 - Develop

- Realise the importance of an in-depth induction process
- Learn how to manage successful probation periods
- Develop a customised performance review system
- Conduct quality performance review meetings
- Develop training and development plans

### Module 4 - Manage

- Learn how to implement a performance improvement plan
- Understand workplace investigations processes
- Identify the key steps in a disciplinary process
- Learn when and how to suspend an employee
- Conduct legal disciplinary meetings
- Know how to manage leave effectively

### Module 5 - Reward

- Learn what motivates employees and how to reward them
- Understand how to conduct pay reviews
- Learn how to use bonus and incentive payments effectively
- Explore other benefits and rewards schemes

### Module 6 - Exit

- Learn how to exit employees under 90-day trial periods and probation periods
- Understand medical incapacity, redundancy, and abandonment exits
- Conduct successful exit interviews
- Create an exit checklist and process
- Understand final pay