

Specialist in Employee Relations

Managing Your Organization's and Your People's Relationship Effectively

Introduction

The most recent best practices in employee relationship management are examined in this training course for employee relationship specialists. Managing each employee's relationship with the company and with one another is the focus of employee relationship management. Every HR choice made in a company is influenced by employee relations.

The methods covered in this training programme will make it possible to create an environment at work where each employee can participate to the fullest extent possible. This entails fostering an environment of trust and support at work and making sure that both individual and group ER issues are handled delicately and constructively.

This Course N Carry training course's primary components are:

- Demonstrates how to establish a work environment that fosters close collaboration.
- Creates an employee engagement policy that will increase workers' dedication to the company and promote their loyalty and productivity.
- Differentiating between job satisfaction and employee engagement: Getting people to participate at work is just as important as making them happy at work.
- Recognising and resolving workplace conflict's causes
- Case studies and examples of how to resolve complaints and discipline in the workplace

Objectives

Following this training session, participants will:

- Understand how to implement and oversee a successful employee relations plan.
- Ability to connect the ER's function to that of the Manager, Supervisor, and Team Leader
- Possess the ability to address issues with performance and change employees' behaviour
- Possess the ability to affect how managers and team leaders behave
- Possess the ability to manage grievance and disciplinary procedures
- Understand how to handle absences
- Recognise the function of an employee assistance plan.

Training Methodology

The training approach is intended to maximise the involvement of each and every delegate. The speaker will introduce concepts and theories to the attendees, encouraging them to try them out through exercises, small-group work, discussions, and feedback.

Delegates to this training course will conclude each day by creating a personal journal of the lessons they have learnt and thinking about how they could use the concepts back at work.

Organizational impacts

Delegates who take this training course and put the concepts into practice will benefit the organisation in the following ways:

- Enhanced ability to lead
- Increased output
- Enhanced dedication and morale
- The ER function will feel supportive of the line management team, which consists of supervisors and team leaders.
- The line management team (Supervisors and team leaders) and the ER Function will collaborate more closely.
- Higher expectations for behaviour and performance across the board

Personal Impact

Participants in this training programme will get the following competencies:

- Encourage workers in a constructive and comprehensive manner
- Recognise the motivations behind people's labour and effort (and occasionally, why they don't).
- Managing Grievances
- The various responsibilities of line managers, supervisors, team leaders, and HR and ER personnel
- How to implement discipline effectively and what errors to avoid
- Handling typical issues like tardiness or absence
- Controlling involvement and performance
- Connecting the ER function to the organization's values

Who should attend?

The goal of this Employee Relationship Specialist training course is to use best practices in the manner that the company treats its employees, which will lead to higher motivation and productivity.

Participants in this Course N Carry training programme will gain:

- Specialists in Employee Relations
- Professionals in Human Resources and Personnel
- Team leaders, supervisors, and line managers

Course Outline

Day 1

The Principal Function of Labour Relations

- The Management of Contextual Change
- Recognising the Purpose of ER
- Main Function of ER: Workplace investigations, employee discipline, conflict resolution, employee engagement, and organisational culture
- The Differentiation between the Manager's and ER's Roles
- The Effect on Procedures and Policies
- The Agreement on a Psychological Level

Day 2

The Role of ER in Communications and Team Briefing in Practice

- Consultation Discipline: Severe Misbehaviour
- Discipline - Inadequate Output
- Handling Appeals Absence Due to Sickness

Day 3

Assisting with the grievances of the Manager, Supervisor, or Team leader

- Performing the Interview for Grievances
- The right of management to oversee equal opportunities
- Discrimination
- Diversity and Equality
- Both bullying and harassment
- Inspiration

Day 4

Handling Engagement and Performance in Employees

- Motivation and Goal Theory in the Performance Management Process
- Providing Coaching and Input
- Programmes for Informal Participatory Decision-Making
- Enhancement of Jobs
- Teams that Manage Their Own Work
- Kaizen and Quality Circles
- Programmes for Official and Informal Consultation
- Programmes for Employee Assistance

Day 5

Software and Documentation for Resolving Conflicts

- How to Get the Most Out of People: Conflict Resolution Strategies
- Programmes for Handling Conflicts
- The guidelines
- Workplace Inquiries
- The Value of Accurate Records: Take into Account Cloud-Based Software
- Planning for Personal Development