

# HR Skills Development Workshops

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Lancaster &  
Morecambe  
College

Celebrating 200 Years of Learning

## Empower Your Managers. Strengthen Your Organisation.

Join our series of practical, engaging workshops designed to equip managers with essential HR knowledge and people management skills. Perfect for new and experienced leaders alike!

### Introduction to HR

**16 January 10am - 1pm**

Gain a clear understanding of the employee lifecycle and the role HR plays in supporting both business objectives and employee wellbeing. **You'll learn:**

- The employee lifecycle and its impact
- HR's role in business success
- Manager responsibilities in people management

### Recruitment Skills

**13 February 10am - 1pm**

Make confident hiring decisions with proven techniques for interviewing and selection. **You'll learn:**

- Recruitment fundamentals and interview preparation
- WASP model and competency-based interviewing
- Importance of job descriptions and documentation

### Onboarding & Probations

**13 March 10am - 1pm**

Support new employees effectively during their most critical period. **You'll learn:**

- HR and manager roles in onboarding
- Conducting effective inductions and probation reviews
- Risks and consequences of poor onboarding

### Appraisal Skills

**17 April 10am – 1pm**

Deliver meaningful appraisals that motivate and engage your team. **You'll learn:**

- How to prepare and structure appraisals
- Giving and receiving feedback
- Handling difficult conversations
- Appraisal methods and best practices

### Equality, Diversity & Inclusion (EDI)

**15 May 10am - 1pm**

Create a respectful, inclusive workplace culture. **You'll learn:**

- Equality Act 2010 and reasonable adjustments
- Types of harassment and legal responsibilities
- Building a positive workplace culture

### Disciplinary & Grievances (D&G)

**12 June 10am – 1pm**

Handle sensitive issues with confidence and fairness. **You'll learn:**

- ACAS Code of Conduct
- Why grievances arise and how to manage them
- Conducting fair disciplinary procedures
- Risks of mishandling D&G processes

**For more information or to register interest, please contact: Employer Hub**  
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