

# eLearning: Management Development, Recruitment and Selection (module 1 of 6)

## Who is the course for?

This Management Development, Recruitment and Selection eLearning course is designed for managers.

## What is the course content?

Throughout this course, you will learn about the lifecycle of hiring candidates, and enhance effective recruitment and selection skills.

- Marketing vacancies for maximum impact
- Interviewing - skills and evaluation
- Probing during interviews
- Common pitfalls and how to overcome them
- The law and how it applies to recruitment

## What are the learning objectives?

- Acquire skills to maximise job vacancy visibility and attract diverse candidates.
- Develop effective probing and evaluation skills for successful candidate assessments.
- Understand and apply legal considerations to ensure a compliant and fair hiring process.

This course has been created to ensure effective talent acquisition during the recruitment and selection process. The training equips managers with inclusive hiring practices, advanced interviewing skills, legal insights, and evaluation techniques, enabling them to conduct fair and thorough assessments while adhering to applicable laws.



 Approximately 45 minutes (self-paced)

 For managers

 Enquire for prices

 **Optional extra:** Post eLearning workshop  
Enquire for prices

# eLearning: Management Development, Onboarding, Induction and Probation (module 2 of 6)

## Who is the course for?

This Management Development, Onboarding, Induction and Probation eLearning course is designed for managers.

## What is the course content?

Throughout this course, you will learn how to effectively introduce new employees into the organisation and facilitate a smooth integration into their roles.

- The induction process.
- Ensuring a successful first day.
- Probation management.
- The law and induction.
- The law and probation.
- When it's not straightforward.

## What are the learning objectives?

- Understand the purpose and benefits of an induction programme.
- Learn how to build and structure a probation programme..
- Understand and apply legal considerations to ensure a compliant and fair probationary period.

This course has been created to ensure managers can equip employees with the skills to navigate their probationary period successfully by setting clear expectations, milestones, and providing resources for continuous learning and growth within the organisation.



Approximately 60 minutes (self-paced)



For managers



Enquire for prices



**Optional extra:** Post eLearning workshop  
Enquire for prices

# eLearning: Management Development, Dignity and Respect at Work (module 3 of 6)

To safeguard workplace harmony, businesses should provide "Dignity and Respect at Work" training. This course empowers employees to combat harassment and foster a respectful, diverse, and inclusive environment. By enhancing awareness and skills, it ensures a workplace where dignity is paramount, promoting employee well-being and legal compliance.

## Who is the course for?

The Dignity at Work eLearning course is designed for all levels of employee.

## What is the course content?

Throughout this course, you will learn about dignity, respect and inclusion, and how to create a safe workplace environment for all staff.

- Equality, diversity and inclusion
- Bullying and harassment
- Employer liability
- Reporting inappropriate behaviour
- Responsibilities

## What are the learning objectives?

- Understand principles of equality, diversity, and inclusion to foster an inclusive workplace.
- Recognise and address bullying and harassment for a safe and respectful environment.
- Grasp employer liability, responsibilities, and reporting protocols to contribute to a compliant and accountable workplace.



 Approximately 45 minutes (self-paced)

 For staff at any level

 Enquire for prices

 **Optional extra:** Post eLearning workshop  
Enquire for prices

# eLearning: Management Development, Managing Performance (module 4 of 6)

## Who is the course for?

The Managing Performance eLearning course is designed for managers.

## What is the course content?

Throughout this course, you will learn about the importance of good performance management

- Marginal gains
- Conduct versus capability
- Consequences of not managing performance
- Motivation

## What are the learning objectives?

- Understand the manager's role in managing performance and developing others
- Develop skills needed for
  - Managing differing levels of performance
  - Handling poor performance
  - Ensuring consistency and fairness
  - Having a good performance conversation including feedback
  - Achieving great appraisals
  - Setting personal and motivating objectives
  - Exploring personal development opportunities

This course will enhance managers' understanding of performance evaluation techniques, strengthen their ability to provide constructive feedback, and cultivate a supportive environment for employee growth and development.



 Approximately 45 minutes (self-paced)

 For managers

 Enquire for prices

 **Optional extra:** Post eLearning workshop  
Enquire for prices

# eLearning: Management Development, Managing Issues with Confidence (module 5 of 6)

This course is designed to empower managers with strategies for addressing workplace challenges. Through interactive modules, it equips them with the skills to navigate these situations effectively while maintaining a positive and healthy work environment.

## Who is the course for?

The Managing Issues with Confidence eLearning course is designed for managers.

## What is the course content?

Throughout this course, you will learn about the importance of managing issues with confidence

- Misconduct
- Sickness absence
- Timekeeping
- Attitude
- Personality clashes
- Challenging employees
- Disciplinary and dismissal

## What are the learning objectives?

- Equip you with effective strategies for identifying, addressing, and resolving workplace issues proactively
- Understand how to communicate with clarity and confidence
- Apply problem-solving techniques to various scenarios
- Maintain positive working relationships while navigating difficult conversations.



 Approximately 1 hour (self-paced)

 For managers

 Enquire for prices

 **Optional extra:** Post eLearning workshop  
Enquire for prices

# eLearning: Management Development, Motivating and Developing your Team (module 6 of 6)

## Who is the course for?

The Motivating and Developing your Team eLearning course is designed for managers.

## What is the course content?

Throughout this course, you will learn practical strategies for inspiring and engaging your team, together with effective techniques for fostering individual and collective growth.

- Recognising individual differences in motivation
- Motivation and people management
- Developing your team
- Learning styles - unlocking ability
- Developing the role and the person - unlocking opportunity

## What are the learning objectives?

- Understand the key theories and principles of employee motivation
- Develop effective communication techniques to inspire and engage team members
- Leverage various tools and techniques for team motivation and development

This course is designed to equip managers with the essential skills and knowledge to effectively motivate and develop their team, fostering a dynamic and productive work environment where individuals and the collective team can thrive.



Approximately 1 hour (self-paced)



For managers



Enquire for prices



**Optional extra:** Post eLearning workshop  
Enquire for prices