

# Advanced Employee Relations Course

## Venue Information

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**Venue:** London UK

**Place:**

**Start Date:** 2025-09-08

**End Date:** 2025-09-12

## Course Details

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**Net Fee:** £4750.00

**Duration:** 1 Week

**Category ID:** HRMC

**Course Code:** HRMC-29

## Syllabus

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### Course Syllabus

#### Introduction

Senior employees in Employee Relations- Human Resources or Personnel and Administration who are directly or indirectly responsible for supporting employees while protecting the organization.

#### Objectives

- Define Employee Relations from a legal perspective and link it with the labor law.
- Use the legal and ethical approach in dealing with personal issues of employees.
- Conduct reliable opinion surveys aimed at assessing organizational health.
- Provide tangible support to other HR functions in establishing and implementing a fair performance management culture.
- Implement a recognition system aimed at enhancing employee retention.

Contents

## **Day One**

### **Understanding Employee Relations (ER)**

- The Importance of Knowing the Labor Law
- The Labor Law Definition of Employee Relations
- Employee Rights and Responsibilities
- Accountabilities for Employers and Organizations
- The Importance of Balancing Rights of Both Parties

## **?Day Two**

### **Managing Personal Issues**

- The Definition of a Personal Issue
- Deciding on Counseling Tactics
- The Importance of Drawing the Line between Coaching and Counseling
- Approaches to Counseling
- Providing Counsel without Harming Organizational Interests and Accountabilities
- When to Avoid or Refuse Providing Counsel
- The Responsibilities of ER Counselors

## **?Day Three**

### **Employee Surveys**

- The Difference between Opinion and Morale Surveys
- Approaches to Measuring Morale Surveys
- The Use of Subjective and Objective Data
- The Main Key Performance Indicators in Morale Surveys
- Establishing an Employee Morale Index

### **Performance Management (PM)**

- The Role of ER in Managing Performance
- The Components of a Fair Performance Management System
- Measuring the Tangibles: How to Use Goals and Targets in a PM System
- Measuring the Intangibles: The Role of Competencies and Values in Measuring Performance

## **?Day Four**

### **Employee Recognition**

- The Essentials of a Recognition Program

## **Dispute Resolution**

- The Definition of a Dispute
- Differences between Disputes - Conflicts and Differences of Opinion
- What the Labor Law Says about Disputes
- The Policy and Procedure for Dispute Resolution
- The Main Steps in Resolving Disputes
- Escalating Disputes: What to Do When Disputes Are Irreconcilable

## **Day Five**

### **Employee Grievances**

- The definition of a grievance
- Grievances versus complaints versus whining
- The grievance handling procedures: recommended steps
- Grievance rate and grievance resolution rate
- The main KPIs for measuring your grievance resolution ratio

### **Codes of Conduct and Compliance**

- The Definition of a Code of Conduct
- The Role of ER in Establishing Codes of Conduct
- The Main Sections in a Code of Conduct Manual
- Compliance Issues: The Role of ER