



Training at Les Cotils

We are delighted to share details of our upcoming course...

Training for Small Businesses Having a Quiet Word - Monday 16th October 2017

Dealing with some disciplinary and performance problems informally can often successfully resolve issues - but beware of the pitfalls. Our 2 hour briefing helps you recognise and avoid the dangers.

An employee's performance can fall below the required standard for many reasons. Often an informal approach can be the first, and the best way of dealing with the issue. It can be quick and cost effective, but sometimes the desired result is not achieved and, occasionally, a manager can find themselves completely out of their depth.

Course Outline

- A summary of the workplace situations that are best suited for the informal approach
- How to prepare for and carry out an effective informal meeting
- What management records to keep from informal meetings
- The legal implications to consider when managing informal meetings

Who Should Attend?

This course is suitable for small or medium sized employers or those with no HR support. Less experienced managers in larger businesses might also benefit.

Course Details

This course runs from 17:30 - 19:30 and costs £20 per person.

Course Providers

Les Cotils, in partnership with ACAS, and Management Training Consultant Paul Beard, are offering a range of courses, aimed at small businesses.

To book, please call Vanessa Marsh on 727793 or contact Vanessa via email on Ness@lescotils.com.

The costs for this course are payable at the time of booking.



/LesCotils

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