

6th April 2017 - Marriott Hotel, Northampton

HR For Non-HR Managers



This training course will help you to:

- Identify the HR role and responsibilities of a modern Manager.
- Develop a clear understanding of the current employment legislation (an overview of the Equality Act 2010) and the protected characteristics.
- Identify what '*discrimination in the workplace*' actually means.
- Develop practical solutions on how to deal with absence issues.
- Understand how to handle and resolve grievances positively (using the ACAS Guidelines).
- Identify when and where disciplinary action is necessary (using the ACAS Guidelines).

To book a place, complete the booking form and fax back to: 020 8773 0022
or contact christine.jordan@ppma.co.uk or call 020 8773 8111

COST: Members £95 +VAT
Non-Members £295 +VAT

*** EXCEPTIONAL DISCOUNTS FOR MEMBERS ***

HR for Non-HR Managers

Marriott Hotel, Eagle Drive, Northampton NN4 7HW



PROGRAMME:

9:30am	Registration
10.00am	Understanding the Modern Managers Role and HR duties
11.30-11.45am	Coffee
11.45-12.15pm	Discrimination and the Equality Act
12.15-13.00pm	Absence Management
13.00pm	Lunch
14.00-15.15pm	Absence Management continued - Grievances
15.15pm	Tea
15.45-16.45pm	Seminar continues - Discipline

BOOKING FORM - PPMA & BBA HR for Non-HR Managers Training Course:

I would like to register for the Course on 6th April 2017

TOTAL COST

<input type="checkbox"/>	Members @ £95.00 each	£ <input type="text"/>
<input type="checkbox"/>	Non-Members @ £295.00 each	£ <input type="text"/>
	TOTAL	£ <input type="text"/>
	PLUS VAT @ 20%	£ <input type="text"/>
	TOTAL BOOKING COST	£ <input type="text"/>

TERMS & CONDITIONS: Cancellations: If you cannot attend, a substitute delegate may attend in your place provided that written notice is given. Please write to PPMA Ltd, New Progress House, 34 Stafford Road, Wallington, Surrey SM6 9AA. Refunds of fees cannot be made unless notice in writing is received a minimum of 10 working days prior to the seminar. All cancellations will be subject to a 25% +VAT fee to cover administrative expenses.
Important Note: This booking form constitutes a legally binding contract. It may be necessary, for reasons beyond the control of the PPMA, to change the content, timing, speakers and/or date of the seminar and/or programme.

Company:

Address:

Postcode:

Telephone: E-Mail:

Booking Authorised By:

Delegate 1 Delegate 2

Position Position

Payment Details:

Cheque Enclosed (A receipted invoice will be forwarded to your Accounts Dept.) Credit / Debit Card Please specify one only: Visa / Mastercard

Card No. Security Code:

Start Date: / / Expiry Date: / / Name as on Card:

Cardholder's Address (if different from above):

Cardholder's Signature:

BACS: Date Payment Made: / /

Account Name: PPMA
Bank: Barclays Bank Plc
Address: 1 North End Road, Croydon, Surrey CR9 1RN
Sort Code: 20-24-61
Account No: 90721220

Data Protection: Data supplied is subject to the Data Protection Act 1998 and may be used to supply you with information to your business. Please tick as appropriate.

I do not wish to receive publications or further information from PPMA.
I prefer not to be contacted by any of the following: Mail E-mail Telephone

Processing & Packaging Machinery Association

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