







**Course details:-**



**ILM in Human Resources Management**

**Course Outlines:**

-  To ensure delegates understand the different roles and responsibilities of Human Resources Managers, and the importance of each one (Day1)
-  To identify the skills involved in managing people effectively, specifically the skills of planning and organising, communication, assertiveness, and motivation (Day 2)
-  To identify the recruitment and selection process, and to practise the skills of effective interviewing and recruitment (Day 3)
-  To identify the key elements of employee relations, focusing specifically on the techniques of counselling, coaching, and dealing with disciplinary matters (Day 4)
-  To examine the areas of employee training and development, and learn how to plan for training (Day 4/5)
-  To understand the importance of appraisals and practise the skills of appraisal interviewing (Day 5)

**Cost: £2050.00 Includes trainer, training venue, materials and lunch x 5 days**  
(exclusive of transport, accommodation, bed and breakfast)

**Dates; 23rd to 27th August inclusive (5 days training- Mon – Friday)**

**Location. Loddington Innovation Centre Leicestershire**

All prices exclude VAT (Places are confirmed via pre payment)

**PRICES INCLUDES:** Registration, Certification, Expert Trainer, all materials and handouts and lots of fun!

**For more details or to book a place on this course Contact:- Map Knowledge Limited**  
**T: 00 44 (0)845 459 4076 or [info@mapknowledgelimited.com](mailto:info@mapknowledgelimited.com)**