

# HR Focusfair

Tuesday  
18 October 2016

Your staff are the key to your  
organisation's success



Motivation, management of productivity and performance of staff are essential elements for any organisation to thrive. How this is managed, supported, implemented and improved is crucial. This event is for all managers and leaders with HR responsibility.

Access the skills and knowledge to bring the very best out of your staff. Delivered by experts with a track record in HR. Hands on tips and advice that will allow you to take home practical answers to your questions. An opportunity to find answers to your own.

Book your sessions now:

[www.dsc.org.uk/hrfair](http://www.dsc.org.uk/hrfair)

Resource for London,  
356 Holloway Road,  
London N7 6PA

Workshops: **£50**

Day rate:  
Includes lunch **£145**

**dsc**

directory of social change

**RUSSELL-COOKE** SOLICITORS

9:00-9:30 Registration and Welcome



9:30-10:00  
**FREE**  
Plenary Session

Gill Taylor

## Maximise HR's Impact

Good HR always has an impact on organisational effectiveness. However sometimes it feels like housework – only visible when you don't do it. Change is our business and managing people should always be at the heart of an organisation's success. This session is an overview focussing on strategic HR, cost effective HR; some ideas about priorities and the latest HR benchmarks.

10-00-11.30

### Change Management-Bringing Staff with you

Whilst it used to be said that the only two certainties in life were death and taxes, change surely has to be added to today's list. Whether we delight in change or fear it, we do all have to accept that it's taking place and at a faster rate with each passing day. So, how can today's organisations orchestrate change and keep its people on board? This session will bring some of the answers.

Session Leader: Steve Prince

10-00-11.30

### Critical record keeping

Efficient and effective HR depends on you having good records. This session looks at the key information that needs to be kept in HR files, and for how long. We will take into account Data Protection requirements as well as current employment law and practical considerations.

Session Leader: Paul Ticher

10-00-11.30

### Leadership, Supervision & Motivation

An engaging and thought provoking session on the roles of leaders and managers in today's fast paced and competitive environment. Cherith Simmons highlights how traditional theories of leadership have evolved and how leaders and managers can play a vital role in motivating and empowering their teams to reach their potential.

Session Leader: Cherith Simmons

10-00-11.30

### Induction and Staff Learning and Development

Getting induction and L&D right improves organisations' results, staff retention and ensures that staff development remains at the heart of any organisation's effectiveness. Join this session to share ideas for good practice and get essential tips for making sure you don't just welcome new staff but help them flourish.

Session Leader: Mike Phillips

11:30-11:45 Refreshments and Networking

11.45-13.15

### Job Evaluation and Salary Setting: Pay and Reward policy

This session will cover "What is Job evaluation?" and "When do I need to do it?" It will look at common schemes in the sector and a detailed flow chart of action. The second part will cover Reward policy and how we can help staff feel rewarded when we can't pay much in salary increases.

Session Leader: Gill Taylor

11.45-13.15

### Staff Engagement

Peter Drucker said "Management is about achieving results through people". In order to do that 'people' need to be engaged with purpose and aims of the results you are trying to achieve. Join this workshop and find ways to ensure staff are clear on expectations, on board with the big picture and both challenged and supported in their role.

Session Leader: Cathy Shimmin

11.45-13.15

### Managing Equality & Diversity

It makes sound business sense for charities to manage E&D well. However, few of us consider the impact of unconscious bias on an organisations' procedures, practices and teamwork. This interactive session explores the breadth of diversity, E&D legislation and provides practical tools that you can implement in your organisation immediately.

Session Leader: Mike Phillips

11.45-13.15

### The Challenges of Changing Terms

On the one hand contractual employment contracts are "set in stone" and on the other, you will wish to vary to ensure they are fit for purpose as your organisation's needs change and develop. We will cover: how to build flexibility into the contract from the outset; the consultation process; how to make variations if you do not have the agreement of staff; avoiding claims; defending unfair dismissal claims and contractual variations versus redundancy.

Session Leader: Russell Cooke

13:15-14:15: Lunch and Networking

14:15-15:15

**FREE**  
Plenary Session

## Employment Law Update

Led by Gill Taylor with a practitioner's view from Kate Walker, Personnel Director at Hospice in the Weald

Have you got to grips with the new Family Friendly rights? Clear about the latest case law implications? This session will update you on the latest development and look at what's ahead for employment law in 2016



Gill Taylor



Kate Walker

15:15 -15:30 Refreshments and Networking

15.30-17.00

### Confidentiality

Almost every employment contract and staff handbook has a section on Confidentiality. This session takes a broad view of what confidentiality really means, why it matters and how you can ensure that your staff understand and follow the behaviour that is expected of them.

Session Leader: Paul Ticher

15.30-17.00

### Coaching versus Management

We have available to us a whole range of management tools, techniques, styles, frameworks and models and we need the right approach for the right situation. Coaching is about: letting people make their own decisions, fix their own problems and come up with their own solutions ... can this be any more effective than direction with guidance? In this workshop we will discuss the merits of a coaching style approach to management and consider when it is – or is not – a better alternative than a more traditional approach.

Session Leader: Cathy Shimmin

15.30-17.00

### Discipline and Dismissal – avoiding Employment Tribunals

This workshop will provide a step by step guide to implementing your disciplinary and capability procedures to avoid tribunal claims.

We will cover:

- The ACAS Code on disciplinary and grievance procedures
- Your disciplinary policy
- The investigation process
- The disciplinary hearing
- Cases of poor performance and sickness absence
- How to deal with grievances
- Reasonable adjustments
- Negotiating settlement

Session Leader: Russell Cooke

15.30-17.00

### Develop a Culture of Openness & Trust

Open communication, engagement, working collaboratively and involving staff in change are all essential for building trust and personal accountability within your organisation.

This session will include tools and techniques which have been successfully used in improving the quality of service provision and supporting change and transformation projects in a range of organisations across the voluntary, public and health sectors.

Session Leader: Cherith Simmon