



First Select

Employee Relations and Payrolls

Date	Venues	(\$Fees	Book your seat
21 Dec -25 Dec 2025	Dubai	2900	Register Now

Objectives:

Become familiar with employee relations concepts and frameworks and gain a better understanding of conditions of employment in general.

The course will provide participants with:

1. A sound understanding of employee relations;
2. An understanding of the industrial instruments governing conditions of employment.
3. Familiarisation with standard working hours, overtime conditions and entitlements;
4. Familiarisation with standard leave provisions and entitlements

Who should attend?

All general employees, supervisors and managers who are interested in learning more about employee relations.

Course Outline:

Day 1:

Describe the major challenges facing managers today and the role of the HR department in assisting line managers

- Explain the internal and external business challenges
- Explain the role of the line manager in HRM
- Identify the activities of HRM
- Explain the role of the HR professional
- Describe the link between business strategy and HRM
- Identify key demographic and employee concerns

Day 2

Describe the legal framework in Canada and the role the manager plays to ensure legal compliance and effective employee relations :

- Identify the major types of employment legislation affecting organizations today
- Differentiate between management and employee rights and discuss what managers can do to create a positive workplace
- Discuss the concept of diversity and its impact on organizational effectiveness
- Explain discrimination and how to ensure a positive work environment
- Explain employment and pay equity
- Explain the role of the HR department in assisting line manager

Day 3

Explain the manager's role in employment planning and the impact on the recruitment and selection process:

- Describe the influence of the business plan on employment planning
- Explain the manager's role in defining work
- Describe the role of the HR department in assisting line management
- Describe the relationship between planning, recruitment and selection
- Apply the principles of designing an effective interview
- Explain the importance of selection criteria to ensure the most appropriate candidate is hired

Day 4

Determine the appropriate performance management and the management practices necessary for a good system:


- Describe the relationship between performance management and performance appraisal
- Explain the business strategy and how it relates to performance management
- Identify the steps in managing performance and describe the various performance review methods
- Explain the relationship between performance management and employment legislation
- Describe the role of the HR dept. in assisting line managers


Day 5

- Describe the strategic role of compensation in managing employees effectively.
- Explain what is meant by a strategic compensation program
- Identify the various factors that influence setting of wages
- Describe the parts of a compensation structure
- Explain the role of employee benefits and the types of benefits offered

WORKSHOP STYLE:

This will be a participative workshop with a mix of interactive learning sessions, exercises and discussions aimed to provide maximum impact and learning retention for all delegates..

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