

Sage Pastel Payroll & HR Training

Human Resources Webinar Booking Form



To build an effective workforce you need to hire the correct candidates in your business. Receive some guidelines on where to look for and identify the perfect candidate and what to do when they are hired. Once you have hired a candidate, how do you keep them happy? Get great tips on how to develop your employees at both parties benefit, learn how to give feedback and what to do when things go wrong.

Investment per delegate

Module 1: R2, 183 incl. VAT

Module 2 manual: R465 incl. VAT

Duration

Duration: 09h00 – 16h00

NB: Please note that dates for this training are scheduled on request only.
Please contact us for a date.
Should you purchase the Module 2 manual, questions will be answered during the session.

Call us. Email us.
Chat to us today.
021 979 25 31 | 082 486 1542
paulene@starkaccountingservices.co.za

Module 1: HR Fundamental Software

Outline

- 1. Introduction to electronic HR record keeping**
- 2. Knowing your way around**
 - Setting up your HR Database.
- 3. Setting Up Your Company Outlines and Policies relating to:**
 - Company assets.
 - Company structure & position details.
 - Key Performance Areas & Indicators.
 - Disciplinary codes and processes.
 - Training and educational information.
- 4. Working with a Person's Profile:**
 - How to apply your company policy to an employee:
 - Medical information
 - Job details and promotional history.
 - Allocated assets history.
 - Performance review processing and history.
 - Training and educational history.

HR Reporting

Module 2 (manual): HR Administration

Outline

- 1. An Introduction to Human Resources:**
 - The Importance of Human Resources.
- 2. The Recruitment Process:**
 - Defining Occupational Requirements.
 - Filtering Candidate Applications.
- 3. The Employment Procedure:**
 - The Employment Contract.
 - Forms of Employment.
 - The Induction Process.
 - The Code of Conduct.
 - Allocating Company Assets
- 4. Training & Skills Development:**
 - An Introduction to Career Path Planning.
 - Identifying Training Needs.
 - Training According to the Skills Development Act
- 5. Performance Reviews:**
 - The purpose and conducting of a Performance Review.
 - Measuring Employee Performance (KPA's, KPI's).
 - Utilising the Performance Review Outcome.
- 6. Disciplinary Action:**
 - Disciplinary Action according to the Labour Law.
 - Disciplinary Procedures (Warnings/ Enquiries/Dismissals).
- 7. Termination of Employment:**
 - Voluntary/Involuntary Termination of Employment.
 - The Notice Period.
 - The Exit Interview

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(Please send your completed booking form and Proof of Payment +27 865 314 916, email: Paulene@starkaccountingservices.co.za)

Delegate information

Company Name:

Site code:

Date of Webinar:

Area:

Delegate name 1:

Delegate name 2:

Tel No:

Cell No:

E-mail Address:

ID number (please include a copy):

Company registration number:

NB: Please note that an Internet connection is required for this session as it will be hosted via Webex

Please note that your company registration number is mandatory. Only fill in your ID number if you are booking privately.

Payment option:

Deposit/Transfer (Please attach proof of payment together with your booking form)

Account Details: Stark Accounting Services Pty Ltd, Nedbank Account: 102 171 4895, Branch 198 765

Terms and conditions:

No more than 2 delegates per session booked. **Cancellations** – NO cancellations will be accepted. Should you not login for the session booked for, you will forfeit your fees paid. In the case that an event is cancelled, the delegate will be informed at least 3 working days before the allotted commencement date.

I hereby agree to the above,

Date:

Name:

Signature:

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