

Key Considerations When Planning Employment & HR Training

Identifying your organisation's priorities before arranging training can help ensure that sessions address the issues managers are most likely to encounter.



Who Needs the Training?

Consider whether the session is intended for HR professionals, senior leaders, line managers or a particular team. The level of legal detail and practical content can then be tailored to the audience.



Your Main Employment Risks

Identify the workplace issues that currently create the most difficulty. This might include absence, performance, grievances, flexible working, discrimination or managing difficult employee conversations.



Existing Policies and Procedures

Consider whether the training should incorporate your own HR documentation. Using your policies during training can help managers understand how they should be applied in practice.



Manager Experience

Think about the experience and confidence of those attending. New managers may benefit from broader employment law foundations, while experienced managers may require more focused or scenario-based training.



Recent Workplace Issues

Consider whether recurring employee relations issues have highlighted a training need. Training can help address inconsistent approaches before similar problems arise again.



Upcoming Legal Changes

Identify whether managers need to prepare for changes in employment law or internal procedures. Update sessions can help ensure that operational teams understand what new requirements mean in practice.



Delivery Format

Consider whether face-to-face, online or a combination of formats will work best for your workforce. The structure can be adapted to suit the number of attendees and their locations.



Practical Outcomes

Be clear about what you want managers to do differently after the session. Training is most effective when attendees leave with practical steps they can apply immediately.



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