



# Empower Your People Elevate Your Business

Professional training from **Nectar HR**  
helping your teams grow, adapt, and thrive



# CONTENTS

1

## RECRUITMENT & ONBOARDING

Advertising jobs  
Interviewing job candidates  
Making a job offer  
Induction  
References  
Work experience

06

2

## EMPLOYMENT LAW & EMPLOYEE RIGHTS

Unconscious bias  
Managing Equality and Preventing Discrimination  
Bullying & Harassment, including Sexual Harassment  
Whistleblowing  
TUPE transfers

10

3

## CONTRACTS, HOURS & LEAVE

Working Time Regulations  
Job sharers  
Timekeeping  
Probationary periods  
Night working  
Annual leave  
Part-time workers  
Requests for flexible working

12

4

## FAMILY FRIENDLY POLICIES

Maternity pay and leave  
Maternity rights in specific situations  
Time off for dependants  
Paternity pay and leave  
Shared parental leave  
Neonatal Care Leave and Pay

16

5

## SICKNESS ABSENCE MANAGEMENT

Short term sickness  
Long term sickness  
Return to Work Meetings

20

6

## CONDUCT & PERFORMANCE MANAGEMENT

General misconduct  
Managing poor performance  
Giving and Receiving feedback  
Conducting an investigation  
Handling difficult conversations  
Appraisals

22

7

## ORGANISATIONAL CHANGE & TERMINATION

Individual redundancies  
Collective redundancies  
Resignations  
Retirement

26

8

## LEADERSHIP COMMUNICATION & TEAM MANAGEMENT

Introduction to line management  
Communicating with your Team  
Employee motivation

28

9

## WELLBEING, INCLUSION & SUPPORT

Supporting Employees with Mental Health Conditions  
Stress Management  
Introduction to Neurodiversity  
Personal relationships at work

30



# NECTAR HR ABOUT US



## Flexible, practical training designed around your organisation

At **Nectar HR**, we know every organisation faces different people challenges. That is why we offer the flexibility to build your own training sessions by choosing the modules that matter most to you.

Each module is a focused, practical session lasting from **45** minutes to **2½** hours depending on the topic, packed with real workplace scenarios, discussion points, templates and tools that managers can apply immediately. You can create a half-day, full-day or multi-day programme tailored to your exact needs.

We design every session around your sector, your culture and your policies, ensuring your team leave with clarity, confidence and practical next steps.

Each training session includes an ice-breaker and training administration. Our interactive, student-centred method of training delivery is most suitable for a maximum of 12 delegates.

If you cannot see the training module you are looking for, we can build bespoke training to suit your needs. Just speak to one of our training specialists.



### Training Enquiry Form

1

#### Choose Your Format

You select the training length:

##### Half Day Training

Choose up to three modules (up to 3 hours total) to create a targeted development session.

##### Full Day Training

Choose up to six modules (up to 6 hours total) and we will shape a development programme designed for your managers or for your wider team.

##### Multi-Day / Programme Packages

Create longer development pathways for new managers, aspiring leaders or whole teams.

2

#### Select Your Modules

You can mix and match across all HR and leadership topics. Modules can come from the same theme or from different themes.

##### Themes include:

- Recruitment & Onboarding
- Employment Law & Employee Rights
- Contracts, Hours & Leave
- Family Friendly Policies
- Sickness Absence Management
- Conduct & Performance Management
- Organisational Change & Termination
- Leadership, Communication & Team Management
- Wellbeing, Inclusion & Support

3

#### We Build Your Training Day

Once you select your modules, our team will:

- Build a tailored agenda
- Adapt examples to your industry
- Incorporate your policies and ways of working
- Provide you with manager toolkits, templates and scripts
- Deliver the session in person or online

**All participants receive session materials and a certificate of completion.**

# Recruitment And Onboarding

## ▶ Advertising Jobs

Learn how to write inclusive, legally compliant job adverts that attract high-quality candidates and reinforce your employer brand.

60 minutes

## ▶ Interviewing Job Candidates

Gain the confidence to plan and run structured interviews that identify the best talent while minimising bias and legal risk.

90 minutes

## ▶ Making A Job Offer

Develop the skills to make clear, timely and compliant job offers that secure the right candidate and set expectations from day one.

90 minutes



## ▶ Induction

Create an effective onboarding process that helps new starters feel welcome, understand their responsibilities and become productive quickly.

90 minutes

## ▶ References

Understand how to request, check and provide references lawfully, supporting safer hiring decisions and reducing business risk.

60 minutes

## ▶ Work Experience

Learn how to design productive work experience placements that benefit both the learner and your organisation.

60 minutes



# Key Benefits



## Recruitment And Onboarding



# Employment Law

## Employee Rights

### Unconscious Bias **90 minutes**

- ▶ Recognise and challenge unconscious bias so you can make fair decisions, improve team culture and strengthen equality in the workplace.

### Managing Equality and Preventing Discrimination

**90 minutes**

- ▶ Understand the key principles of discrimination law so you can identify issues early, prevent complaints and manage decisions fairly.

### Bullying & Harassment **150 minutes**

including Sexual Harassment

- ▶ Gain the skills to prevent, recognise and address bullying and harassment confidently, meeting your duty of care and legal obligations.

### Whistleblowing **45 minutes**

- ▶ Learn how to respond lawfully and appropriately to whistleblowing concerns, protecting your business and promoting a speak-up culture.

### TUPE transfers **60 minutes**

- ▶ Understand your responsibilities during TUPE transfers so you can safeguard compliance, minimise disruption and support affected staff.

# Key Benefits



Minimise legal risk and *tribunal claims*



Create a *safe, inclusive* and *respectful workplace*



Build manager *confidence* in *applying the law consistently*



Strengthen *organisational reputation* for *fairness* and *compliance*



# Contracts Hours And Leave

## ▶ Working Time Regulations

Get to grips with working time rules so you can manage overtime, shift patterns and opt-outs safely and compliantly.

60 minutes

## ▶ Job Sharers

Build confidence in managing job-share arrangements effectively so you can balance operational needs with employee flexibility.

45 minutes

## ▶ Timekeeping

Learn how to address timekeeping issues fairly and consistently, maintaining productivity and minimising disruption.

90 minutes

## ▶ Probationary Periods

Manage probation periods confidently, set clear expectations and make informed decisions about performance and suitability.

90 minutes

## ▶ Night Working

Understand the legal protections for night workers and learn how to manage shifts that support wellbeing and operational efficiency.

90 minutes

## ▶ Annual Leave

Gain clarity on holiday entitlement and pay so you can handle requests fairly, ensure compliance and maintain cover across your team.

90 minutes

## ▶ Part-Time Workers

Learn how to manage part-time arrangements fairly and lawfully, ensuring equality while meeting business needs.

90 minutes

## ▶ Requests For Flexible Working

Understand how to manage flexible working requests confidently and consistently, balancing organisational needs with employee rights.

60 minutes



# Key Benefits

1

Ensure compliance with working time and contractual obligations

2

Manage flexible and non-standard working arrangements effectively

3

Balance operational needs with employee rights

4

Support retention through fair and transparent processes

## Contracts Hours And Leave



# Family Friendly Policies



## Maternity Pay And Leave

Understand statutory maternity rights so you can support employees effectively and manage leave with confidence and fairness.

**90 minutes**



## Maternity Rights In Specific Situations

Learn how to handle complex maternity scenarios, such as early return requests or redundancy situations, while staying legally compliant.

**90 minutes**



## Time Off For Dependants

Know how to respond fairly and consistently to emergency dependent leave requests while maintaining service continuity.

**90 minutes**



## Paternity Pay And Leave

Gain a clear understanding of paternity entitlements so you can support employees and plan staffing effectively.

**90 minutes**



## Shared Parental Leave

Learn how to manage shared parental leave requests confidently, ensuring compliance while supporting family flexibility.

**45 minutes**



## Neonatal Care Leave And Pay

Understand the new neonatal leave entitlements so you can support parents compassionately at a critical time while remaining compliant.

**90 minutes**



# Key Benefits



Ensure *managers understand* statutory *pay* and *leave entitlements*



Support *employees* through key life *events* with confidence



Prevent *costly errors* in administering *benefits* and *leave*



Boost *employee engagement* and *retention*

## Family Friendly Policies



# Sickness Absence Management

## Short Term Sickness 90 minutes

- ▶ Learn how to manage short-term absence consistently, reduce disruption and create a supportive and accountable culture.

## Long Term Sickness 90 minutes

- ▶ Gain the skills to support long-term sick employees sensitively while managing risk, medical advice and return-to-work planning.

## Return to Work Meetings 90 minutes

- ▶ Develop the confidence to hold effective return-to-work meetings that reduce absence, boost morale and maintain productivity.



# Key Benefits



Support *employee wellbeing* and return to work *effectively*



Reduce *absence rates* through *proactive management*



*Balance* compassion with consistency in *attendance management*



Lower *disruption* and *maintain productivity*



# Conduct And Performance Management

## ▶ General Misconduct

Learn how to handle misconduct issues fairly and lawfully, run effective hearings and apply disciplinary outcomes with confidence.

90 minutes

## ▶ Managing Poor Performance

Gain practical tools to address underperformance early, set clear expectations and improve results while staying compliant.

90 minutes

## ▶ Giving And Receiving Feedback

Develop the skills to deliver constructive feedback that motivates change, improves performance and builds stronger working relationships.

75 minutes

## ▶ Conducting An Investigation

Learn how to run fair, thorough investigations that withstand scrutiny and support sound disciplinary or grievance decisions.

60 minutes

## ▶ Handling difficult conversations

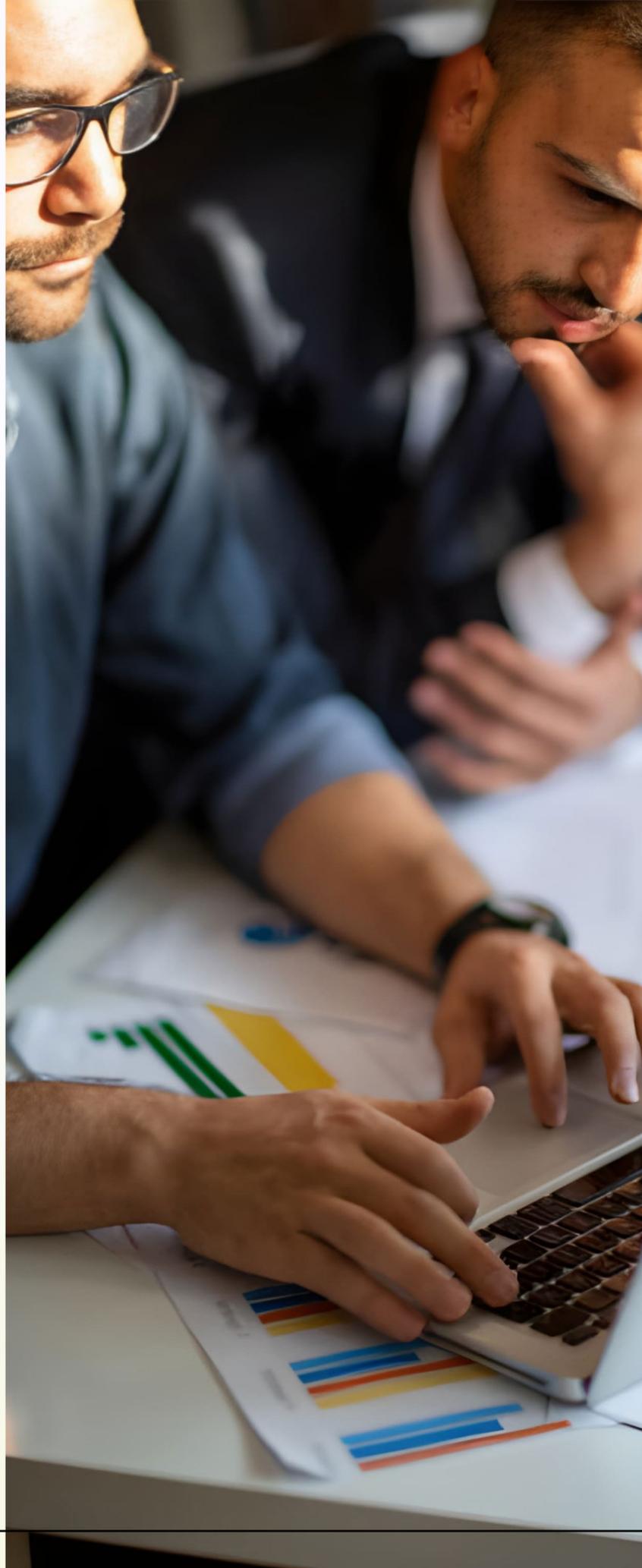
Build confidence to address sensitive issues early, maintain professionalism and achieve positive outcomes in challenging situations.

60 minutes

## ▶ Appraisals

Learn how to run meaningful appraisals that align performance with business priorities and support ongoing employee development.

60 minutes



# Key Benefits

1

Address *misconduct* and *underperformance fairly* and *lawfully*

2

Equip *managers* to handle challenging *conversations* with *confidence*

3

Drive employee *accountability* and improved *performance*

4

Create a culture of *regular, constructive feedback*

## Conduct And Performance Management



# Organisational Change and Termination



## Individual Redundancies

Understand how to manage individual redundancy situations sensitively and lawfully, reducing the risk of disputes.

90 minutes

## Collective Redundancies

Gain clarity on collective consultation duties so you can manage larger-scale redundancies compliantly and respectfully.

90 minutes

## Resignations

Learn how to manage resignations professionally, protect business interests and ensure a smooth transition.

60 minutes

## Retirement

Understand how to manage retirement discussions fairly and supportively, without breaching age discrimination laws.

45 minutes

# Key Benefits

1

Navigate *redundancy processes* **compliantly** and **sensitively**

2

**Minimise risk** of *legal challenge* during *workforce* changes

3

**Protect morale** and *reputation* when **managing** exits

4

**Equip managers** to *handle* difficult transitions with **confidence**





# Leadership, Communication And Team Management

## Introduction To Line Management **75 minutes**

- ▶ Develop core management skills so new managers can lead confidently, support their teams and handle key people responsibilities well.

## Communicating With Your Team **90 minutes**

- ▶ Learn how to communicate clearly and effectively across onsite, hybrid and remote teams to build trust and alignment.

## Employee Motivation **90 minutes**

- ▶ Understand what drives engagement and learn practical techniques to build a motivated, high-performing team.

# Key Benefits



Develop *confident, capable* new managers



Improve *communication* across teams and departments



Boost *employee engagement* and retention



Build *leadership capability* for future growth





# Wellbeing, Inclusion And Support

## ▶ Supporting Employees with Mental Health Conditions

Gain practical tools to recognise mental health concerns early and support employees in a legally compliant and compassionate way.

60 minutes

## ▶ Stress Management

Learn how to spot signs of stress, reduce pressure points and create a healthier, more resilient working environment.

90 minutes

## ▶ Introduction To Neurodiversity

Understand different neurodivergent strengths and challenges so you can create an inclusive environment where everyone thrives.

90 minutes

## ▶ Personal Relationships At Work

Learn how to manage workplace relationships sensitively and professionally to minimise conflict and protect fairness at work.

90 minutes

# Key Benefits



Promote a *healthier*, more *resilient* workforce



Reduce *stress-related absence* and *turnover*



Foster *inclusivity* and *value neurodiverse talent*



Equip *managers* to *handle* sensitive issues *appropriately*





UNLOCK **SKILLS**

**CONFIDENCE**

**PRODUCTIVITY**

Book Nectar HR's expert-led, interactive, face-to-face training. Speak to our training specialists today and start building a stronger workforce.

**BOOK YOUR SESSION**



[hello@nectarhr.co.uk](mailto:hello@nectarhr.co.uk)

07884 107281

[www.nectarhr.co.uk](http://www.nectarhr.co.uk)

