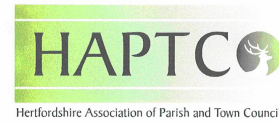


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Hemel Hempstead HP2 4EW
Tel: 01442 235317 Email: info@herts-aptc.gov.uk
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The Council as an Employer

Friday 5th March 9.15-12.30

Who? Open to any member or officer

What's in it?

- ⇒ Recruitment and selection process
- ⇒ Appraisals
- ⇒ Discipline and grievance procedure
- ⇒ Employment legislation
- ⇒ Staffing Committee

This session will include:

A case study

- * *Clerk has just resigned without notice because of personal problems. What do you do?*

An opportunity to

- * Look at the job description – are changes required
- * Prepare a person specification.
- * Prepare an action plan for the recruitment process
- * Feedback to all

And an interactive session

- * What are the needs of the employee
- * What are the responsibilities of the council as an employer
- * Benefits of a good employee/employer relationship

Where? Birchwood Leisure Centre, Hatfield, AL10 OAN

Cost: £25 per delegate (HAPTIC Members)

Non-HAPTIC Members £40 per delegate

Booking: HAPTIC office as above or find a generic booking form on our website