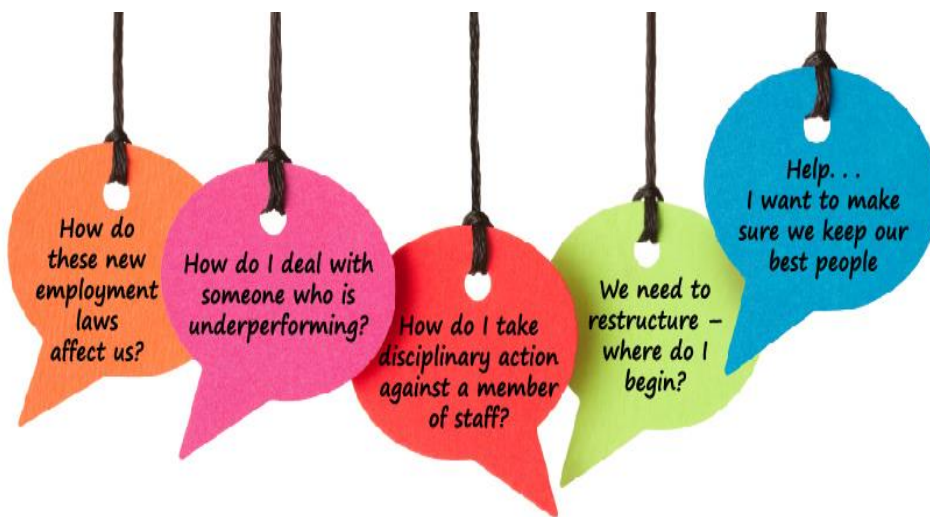




**LEARN KEY INSTITUTE**  
DEVELOPING SKILLS - IMPROVING KNOWLEDGE



# The Key To Your Success !!

## ESSENTIAL HUMAN RESOURCES (HR) COURSE

Employment Contracts  
Procedures when recruiting  
Employment Law and Records

This course is recommended to those individuals who want a career leading to HR assistants, HR administrators and even HR officers.

Discover...The Role Of HR In Business, Understanding Work Contracts, Recruiting The Right Person For The Right Role, Managing HR Records, Do's And Don'ts Of Ending The Employee Relationship...In This Essential HR Training...Guaranteed ”

### Learning outcomes:

An introduction to HR; purpose and importance of HR within the company

- Different employment contracts available (definite/indefinite/different probation periods)
- Procedure to follow when you are employing/registering or terminating employees (engagement/termination forms, JobsPlus, SSC Department & Inland Revenue)
- An insight to the employment law & employment conditions (DIER)
- Maintaining HR records (employment files, vacation leave & sick leave records)

## Payment Terms

Deposit 100 euro

Balance on 1<sup>st</sup> lesson

In house exams included in the price

## Lessons

Friday 22 <sup>nd</sup> September	5.30 till 8.00pm
Monday 25 <sup>th</sup> September	5.30 till 8.00pm
Wednesday 27 <sup>th</sup> September	5.30 till 8.00pm
Friday 29 <sup>th</sup> September	5.30 till 8.00pm inc 1 hr exam

## Entry Requirements

There are no formal entry requirements for candidates undertaking this qualification but a basic knowledge of English is mandatory.

Course Fee €190 Benefit from 5% Discount if booked together with Payroll Course.

*Student can further his / her studies and apply for the Payroll & Employment Administration Course to receive course prospectus kindly contact us.*



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