



Champion

Inspire

Empower

HR the Basics

Do you employ or manage people?

Are you interested in an HR refresher to be sure of your responsibilities?

Would you like to know more about current HR policies
or find out how SYF can help your organisation?

This FREE members workshop will cover:

- Safe recruitment
- Performance Management
- Employee Development & Training
- Disciplinary and Grievances
- Employment Law—leave entitlements
- Sickness/ Absences

Wednesday 2nd July 2014, 10-12pm

Astolat, Coniers Way, New Inn Lane, Burpham, Gu4 7HL

To book contact: Natasha.parkin@surreyyouthfocus.org.uk