

Aster Training

Aster Interim Solutions Limited

[Human Resources Training Courses](#)

At Aster we have developed a wide range of human resource training courses aimed at SMEs through to large blue chip organisations. Delivered in a practical, interactive style our courses are regularly updated to reflect changes in employment legislation.

We cover all aspects of human resources from recruitment and selection through to how to handle discipline and grievance. For SMEs we can also provide a service to operate as your human resources department or even develop individual courses specific to your requirements if our portfolio does not exactly match your requirements.

Absence Management Training Course

£245.00

This one day absence management workshop provides an overview of the law, practical tips on managing absence and offers delegates the opportunity to enhance their management skills. [\[Product Details...\]](#)

Appraisal Skills Training

£245.00

This one day appraisal skills training course is specifically designed for those people who are required to undertake appraisal and/or performance reviews as part of their job responsibilities. With a highly practical and interactive style, this workshop is a “must do” for anyone who has responsibility for turning their organisation’s objectives into meaningful team and individual targets and standards of performance. [\[Product Details...\]](#)

Discipline & Grievance

£245.00

This one day training course is a must for line managers and supervisors who need to know how to handle disciplinary & grievance issues at work. No prior knowledge of employment law is necessary as this programme provides all the essential tools for handling these issues through a very practical and easy to follow series of case studies and exercises. [\[Product Details...\]](#)

HR for Line Managers

£245.00

This one day HR for line Managers workshop has been designed specifically for those staff who are non-personnel specialists. Suitable for managers who have people management responsibilities, this course provides a practical overview of the legislative framework affecting the management of people across a variety of contexts such as recruitment and selection, performance appraisal, discipline & grievance and termination of employment. [\[Product Details...\]](#)

Interpersonal Skills

£245.00

This one day interpersonal skills training course provides vital insight for delegates into their own preferred style and helps them to understand how they will respond to and cope with difficult situations, conflict and stress. This course is ideally suited to those people who are seeking to improve their face-to-face relationships with staff, colleagues, customers, peers and their own line managers. [\[Product Details...\]](#)

Interviewing Skills Training

£245.00

The interview is frequently perceived simply as a selection device but it is in fact a vital management tool used on a daily basis by managers. Selection, appraisal, feedback, counselling and disciplinary interviews all provide opportunities to develop a more productive and constructive employment relationship. This one day training course will benefit all those who are, or will be, required to interview employees as part of their line management responsibilities. It is desi [\[Product Details...\]](#)

Recruitment and Selection

£245.00

Recruiting staff is a time consuming and costly exercise. It is also a high-risk activity – finding the wrong person is easy, finding the right person is more difficult. By applying the techniques and processes within this one day recruitment and selection training course you will significantly increase your chances of finding the right person for your organisation first time. [\[Product Details...\]](#)

Time Management

£245.00

This one day training course is dedicated to improving the organisational and time management skills of both management and staff. It has been designed specifically to enable delegates to develop the necessary techniques, skills and behavioural changes vital in today's competitive business world.

This training course is suitable for people from all backgrounds and disciplines.

[\[Product Details...\]](#)

Train the Trainer

£595.00

This two day practical training course is suitable for all personnel who have responsibility for improving the job skills of others as part of their normal role whether this training is carried out on a one-to-one basis, on site in a classroom or out in the field. Success in training others begins with understanding how and why people learn combined with an up-to-date knowledge of effective training techniques available to you. The train the trainer course focuses on the communicatio [\[Product Details...\]](#)

Work Life Balance

£245.00

As the demographics of our workforce change and the requirements placed on providers of goods and services moves to a 24/7 basis, traditional working practices are often no longer an option. There is growing evidence that by incorporating work life balance into the ethos of our working practices and culture, the potential benefit to both organisations and individuals is enormous. This one day training course is specifically aimed at those people in large and small organisations who n [\[Product Details...\]](#)