



Certificate of Achievement

Glen Clifford

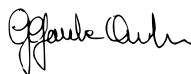
has completed the following course:

PEOPLE MANAGEMENT SKILLS

CIPD - CHARTERED INSTITUTE OF PERSONNEL AND DEVELOPMENT

This online course introduced the fundamental aspects of people management skills. It covered the full employee lifecycle from management styles, recruitment and development, to performance management and employee wellbeing.

5 weeks, 3 hours per week



Giorgia Gamba Quilliam
Digital Learning Portfolio Manager
CIPD - Chartered Institute of Personnel and Development

CIPD

The person named on this certificate has completed the activities in the attached transcript. For more information about Certificates of Achievement and the effort required to become eligible, visit futurelearn.com/proof-of-learning/certificate-of-achievement.

This certificate represents proof of learning. It is not a formal qualification, degree, or part of a degree.

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has completed the following course:

PEOPLE MANAGEMENT SKILLS

CIPD - CHARTERED INSTITUTE OF PERSONNEL AND DEVELOPMENT

This online course gave an introduction to the fundamental aspects of people management. It offered an overview of approaches to management and an introduction to the labour market and recruitment. It explored learning and development options for individuals and a guide to performance management and appraisals. Finally, it gave an overview of wellbeing at work and the things managers can do to keep their team healthy and productive.

STUDY REQUIREMENT

5 weeks, 3 hours per week

LEARNING OUTCOMES

- Explore elements of managing absence and supporting employees returning to work
- Assess the current labour market conditions and trends for your organisation
- Explore good practice in both recruitment and induction
- Describe effective ways of developing both teams and individuals
- Explore approaches to managing good workplace performance
- Describe ways to address shortfalls in performance
- Discuss the need to maintain a healthy workforce
- Reflect on your own management style

SYLLABUS

- Overview of approaches to management
- Introduction to the labour market and recruitment processes
- Learning and development for individuals and teams

- Introduction to performance management and appraisals
- Managing absence
- Overview of wellbeing at work