summ.it

COMPANY HANDBOOK, EQUAL OPPORTUNITIES & DIGNITY AT WORK

BRIEFING - 1 HOUR

COURSE OVERVIEW

With the support of your HR Advisor, your company will have a full Company Handbook which outlines the employees journey from the day they start until the day they leave, and everything inbetween.

The Company Handbook contains policies, procedures, rules, and expectations of the Company for Employees.

Each Handbook supplied with summit comes with a 1 hour briefing. These sessions not only help your staff become accustomed with the Handbook, but also support your Company in any future Statutory Defence situations.

CONTENT

- Overview of Company Handbook & its purpose
- Key messages from Company Handbook
- Overview on Equal Opportunities
- Overview on Dignity at Work

COSTS

Per Person: N/A

Per Group: £150.00

Or

£1,000.00 for 6 hours

*Maximum 10 delegates per group. 20% discount applied if

Training available at your premises or off-site at our bespoke training facility in Rochdale.

CONTACT US
t 0161 837 6207
www.summ.it
contact@summ.it

UK HEAD OFFICE
2nd Floor, 3 Hardman Square
Spinningfields
Manchester M3 3EB

TRAINING SUITE
Blue Pit Mill
Queensway
Rochdale OL11 2YW

MAURITIUS OFFICE
TMC Building, Freeport Zone 6
Mer Rouge, Port-Louis
Mauritius