

BMMB7025

Managing People in Organisations

HR Back to Basics



HOSPITALITY
AND
TOURISM
MANAGEMENT



*Man Geni Addysg Uwch yng Nghymru
Where Higher Education Began in Wales*



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Aims for today

House Keeping

Any Questions ?

Subject Specific

HR Back to Basics



Introduction to HR Fundamentals

- Understanding the importance of core HR processes and policies in the smooth functioning of any organisation.
- The role these fundamentals play in legal compliance, employee satisfaction, and organisational integrity.



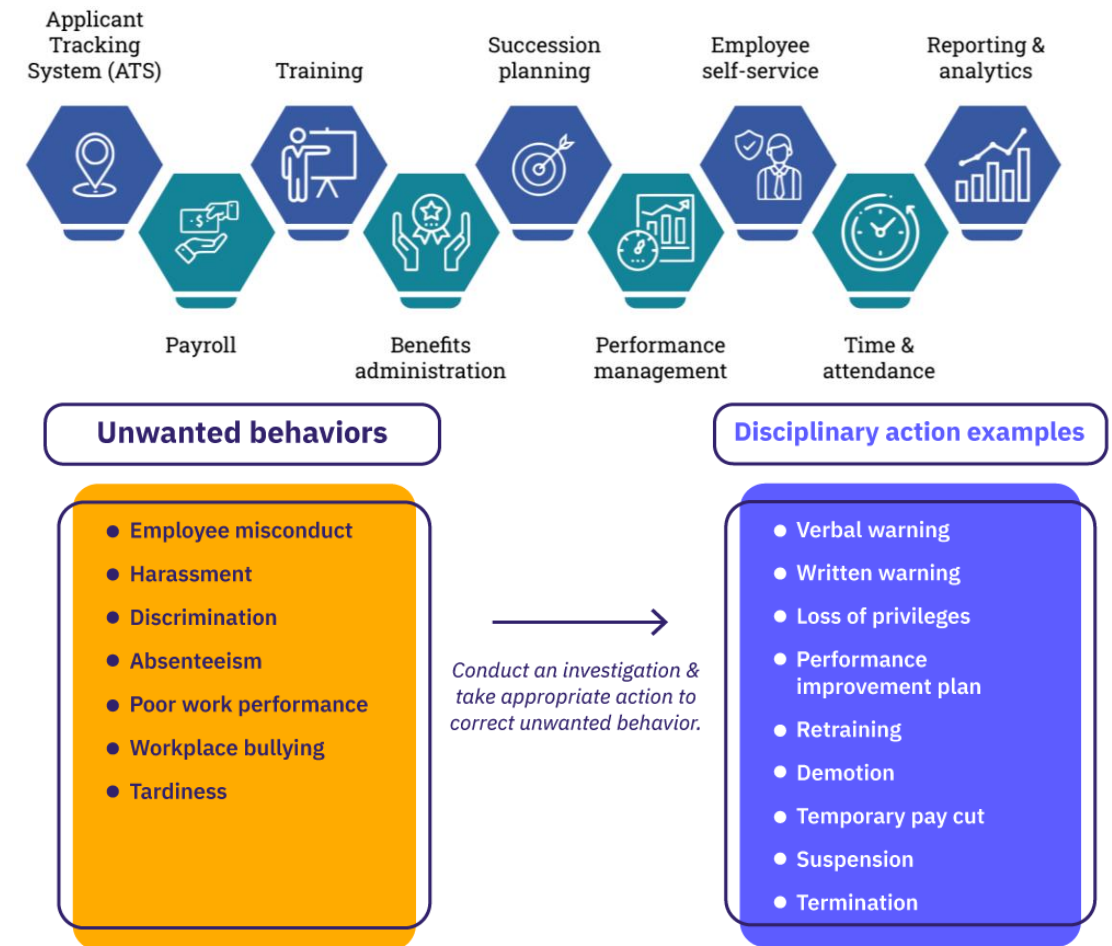
The HR Lifecycle: From Hiring to Exit



- Overview of the HR lifecycle, including recruitment, onboarding, development, retention, and exit processes.
- Let's discuss the key steps in each stage of the HR lifecycle.

Documentation in HR: More Than Just Paperwork

- The significance of documentation for compliance, performance tracking, and legal protection.
- What do you think would be the impact of inadequate record-keeping in a disciplinary scenario?... Will AI improve this?



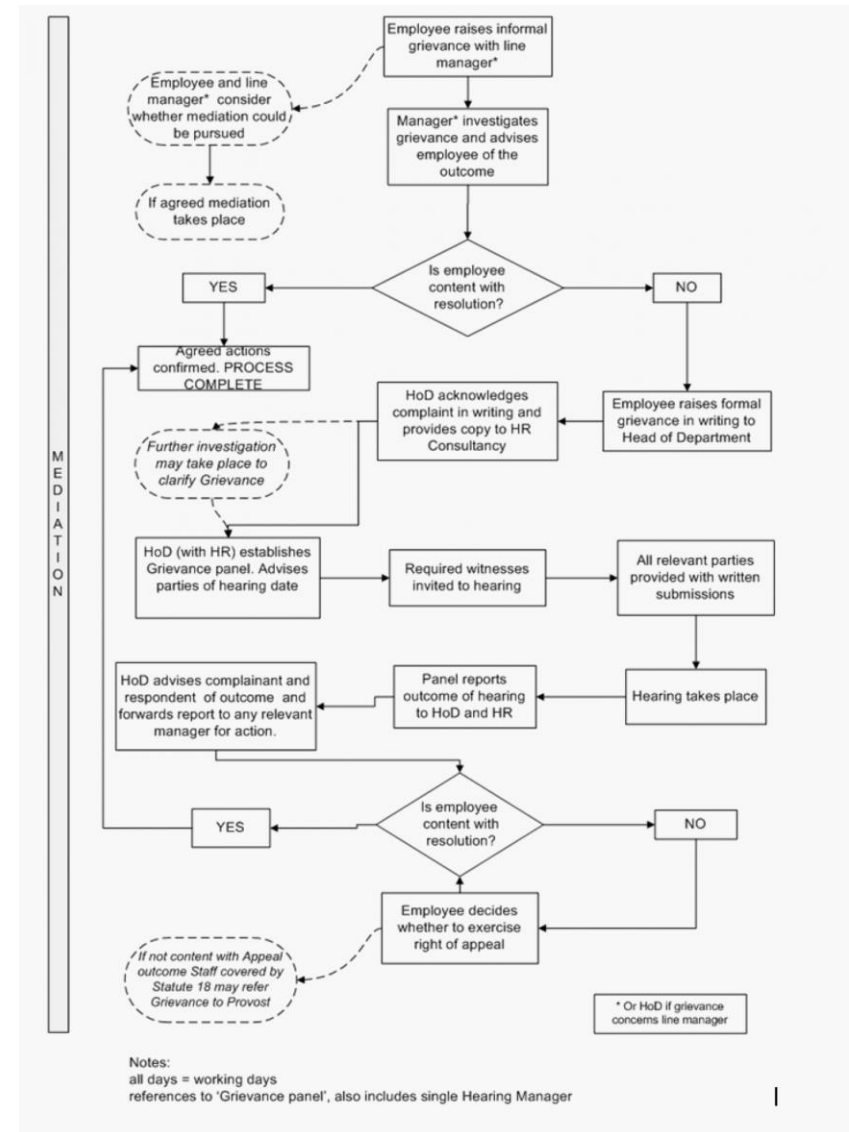
Navigating Disciplinary Actions

- Steps in the disciplinary process, including informal warnings, formal proceedings, and potential outcomes.
- Imagine a disciplinary meeting, what do you think would be: best practices in communication and documentation.



Navigating Disciplinary Actions

- Best practices for managing employee grievances, from initial reporting to resolution.
- **Take time to implement some 'scenario analysis' - identify appropriate responses to different grievance cases you find.**





Health and Safety Law

What you need to know

All workers have a right to work in places where risks to their health and safety are properly controlled. Health and safety is about stopping you getting hurt at work or ill through work. Your employer is responsible for health and safety, but you must help.



What employers must do for you

- 1 Decide what could harm you in your job and the precautions to stop it. This is part of risk assessment.
- 2 In a way you can understand, explain how risks will be controlled and tell you who is responsible for this.
- 3 Consult and work with you and your health and safety representatives in promoting everyone from harm in the workplace.
- 4 Free of charge, give you the health and safety training you need to do your job.
- 5 Free of charge, provide you with any equipment and protection clothing you need, and ensure it is properly looked after.



What you must do

- 6 Provide rules, washing facilities and drinking water.
- 7 Provide adequate first aid facilities.
- 8 Report major injuries and fatalities at work to our Incident Contact Centre on 0845 300 9903. Report other injuries, diseases and dangerous incidents online at www.hse.gov.uk.
- 9 Have insurance that covers you in case you get hurt at work or ill through work. Display a hard copy or electronic copy of the current insurance certificate where you can easily read it.
- 10 Work with any other employers or contractors sharing the workplace or providing employees (such as agency workers), so that everyone's health and safety is protected.



If there's a problem

- 1 If you are worried about health and safety in your workplace, talk to your employer, supervisor, or health and safety representative.
- 2 You can also look at our website for general information about health and safety at work.
- 3 If, after talking with your employer, you are still worried, you can find the address of your local enforcing authority for health and safety and the Employment Medical Advisory Service via HSE's website www.hse.gov.uk.

Your health and safety representatives

Other health and safety contacts

Fire safety

You can get advice on fire safety from the Fire and Rescue Services or your workplace fire officers.

Employment rights

Find out more about your employment rights at www.gov.uk.



Health and Safety Executive

Health and Safety Executive is a registered charity. Registered office: 1, The Quadrant, Harrogate, North Yorkshire HG1 1RN. Registered in England No. 2638967. Charity No. 2638967. Website: www.hse.gov.uk



Legal Framework and Compliance

- Overview of employment laws and regulations that govern HR practices.
- Let's discuss the implications of non-compliance, including legal and reputational risks.

Ethics and Fairness in HR

- The importance of ethical considerations in HR processes, ensuring fairness and transparency.
- Can you think of an ethical dilemma in HR? What would be the best course of action.



Technology in HR Administration

- The role of technology in modernising HR tasks, from digital record-keeping to online performance management systems.
- Demonstration: Quick walkthrough of a popular HR software, showcasing its features and benefits.

TASK DESCRIPTION: Presentation (50%)

TED TALK Presentation: Redefining Talent Management for the Hospitality Industry in the Age of AI

Overview

You are an employee at one of the organisations you've focused on in your report... You've been tasked by management to make a case for evolving HR strategies, particularly in the realm of talent management.

Breakdown

Start with compelling evidence that makes it clear why changes or innovations in talent management are urgently needed at your organisation and detail how the existing HR landscape at your organisation is ripe for, or resistant to, change. Discuss how advancements like AI could be leveraged for better talent management.

Highlight any innovative HR practices already in place at your organisation and how they could serve as a foundation for further development.

Discuss the ethical complexities and the importance of considering diversity and equality when integrating new technologies like AI into the HR framework at your organisation.

Conclude with actionable, future-facing recommendations that your organisation could realistically implement. Make a compelling case for why management should consider these proposals for enhancing HR and talent management strategies.

Additional Guidance

- Present in English, in an appropriate business/academic tone
- Presentations should be 15 minutes (+1.5 mins) – marks will be deducted for presentations that exceed this
- There are no penalties given relating to the number of slides used – an average number is given as 8-10 slides, but students make creative use of the screen as they see fit.
- You must appear in person at some point in the VLOG presentation; this could be just for the introduction, with the remainder of the presentation as an audio voice over, or for the duration.

Developing Effective HR Policies

- Key components of effective HR policies and how to draft them.
- Workshop: Drafting a sample HR policy on a relevant topic, such as remote work guidelines.



HR's Role in organisational Culture

- How HR policies and practices shape and reinforce the organisation's culture.
- Discuss the impact of HR on employee engagement and organisational values.



Q&A:

Thank you!

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