

# Training Courses & Related Services

## Work Responsibilities

<b>Duration</b>	1 x 6.5 hours	<b>Min-Max Group Size</b>	10 -20
<b>Who should attend</b>	A must attend course for new employees just starting work & unemployed persons actively seeking work.		
<b>Course aims</b>	<p>To provide new &amp; existing employees with:</p> <ol style="list-style-type: none"> <li>1. the knowledge &amp; understanding of their Responsibilities &amp; their employers Responsibilities at work.</li> <li>2. an understanding of your attitudes at work &amp; the importance of fitting in to the workplace &amp; with workmates</li> </ol>		
<b>Learning outcomes</b>	<p>On successful completion of this course participants will be aware of:</p> <ul style="list-style-type: none"> <li>• The legal rights &amp; responsibilities of employers</li> <li>• The legal rights &amp; responsibilities of employees</li> <li>• How their attitude at work affects workplace relationships, forming good work habits &amp; being part of a team</li> </ul>		
<b>Course Content</b>	<p><b>The legal rights &amp; responsibilities of employees</b></p> <p><b>The legal rights &amp; responsibilities of employers</b></p> <p><b>Working attitude</b> Explore how your work attitude affects both your work &amp; your workmates work</p> <p><b>Workplace culture &amp; being part of a team</b> Understand how good workplace habits can affect both your work performance &amp; the performance of your work team &amp; team mates</p>		
<b>Documents issued on successful completion</b>	Statement of Attendance		
<b>Price per person</b>	POA	<b>Price per in-house course</b>	POA