



and



Invite you to a free to attend online learning session

Designing your business structure and roles to function more effectively & Supporting your employees during Covid-19

Wednesday 16th September 2020, 10am to 11am

Many businesses are facing staff changes post-COVID, often as a result of restructuring and cost reduction.

This session will explore how to design the structure of your organisation into functions and roles that fit together logically to help get the best out of your most important asset: your people. We'll then go on to look at some of the fundamental things you need to have in place to get the best out of the people in your structure.

Some of the topics we will explore:

- Organisation structure – what it means and how to think about it
- Accountability versus responsibility – making sure that both are clear
- How to set clear expectations and objectives so people know what they are supposed to be doing and why.

In addition we'll be examining some key aspects of how to support employees during COVID 19 including:

- Business owners' responsibilities for their staff during this time – health & safety and staff engagement
- Changes to the Coronavirus Job Retention Scheme (CJRS) – changes from August to October
- Job Retention Bonus – eligibility and when it can be claimed
- Redundancies – fair process and entitlements to pay and notice
- What's next for businesses?

Join us on Wednesday 16th September for a blend of distilled clear thinking coupled with actionable top tips.

[Click here to book your free place](#)

or call

Angie Collins at Pro-actions on 07307 875468 / Sarah James at Forrest HR on 07307 348050