

EMPLOYING SOMEONE

Facilitators Guide

Aim: To help the participants in making an assessment of the help they might need to ensure a business grows.

Objectives : By the end of this session participants will have:-



- Undertaken a survey to identify what the advantages and disadvantages are to employing someone.
- Discussed the practical ideas about developing a staff team.

Outline of Session & Suggested Timings (approx. 1 hour)

1. Introduction - 5 mins
2. Survey of staffing needs - 25 mins
3. Discussion of survey findings - 15 mins
4. *Questions & Feedback* - 10 mins

1. Introduction

<p>A) Welcome Everyone to the Group. B) Get people to Introduce them selves</p>	<p>Employing Someone</p> 
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<p>Slide 2</p> <p>Show Slide 2 – Introduction</p> <p>For you to say - As a small-business owner, you may encounter a time when you can no longer handle all of the tasks associated with running and expanding the business yourself. In this case, you may consider hiring an employee to handle some of your tasks. Hiring an employee offers several advantages over; however, it may also pose disadvantages</p>	<p>If your trade grows successfully, there will come a point when you might need more help.</p>  
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Slide 3

Show Slide 3

Looking at the table on Page 1 of Workbook encourage participants to complete the table and to be honest in their answers.

Using the full table in the Workbook – Outline the steps you might take to employ help.

What Will I Do To Find More Help	Yes I Will Do This	I May Do This	I Am Not Sure	I will Not need to Do This
Find out if I need to formally register my Business				
Work out how many hours help I need				
How much will I Pay				
Will I need a Job Description				

Slide 4

Show Slide – Discussion

Outline how the findings from the survey are going to impact on decisions about hiring staff in the near future.

Did the survey throw up any surprises?

Discuss what you discovered about getting some help.



Show Slide 5 - Conclusion and Feedback

Consider what you have done – Have you met the AIMS of the course?

Open the group to ask questions and provide feedback
Was the information useful and at the right level

Thank everybody for coming – Encourage the group to network and share contact numbers or emails (if appropriate) and to keep in touch.

