

Workshop Overview

This essential workshop has been designed to help line managers understand more about the key principles of employment law and how it influences decisions in the workplace.

It addresses a range of everyday scenarios according to best practice and within the law and allows delegates to learn how to resolve workplace issues both fairly and legally.

Everyone sighs when they think of 'employment law', but our interactive session makes sure that;

"Law is not a Bore"

Who is it for?

This one-day workshop will significantly benefit line managers of all levels and all staff responsible for HR.

Delivery is through a mixture of methods and involves delegates working in group exercises and discussions. Training is practical and interactive.

Aims & Objectives:

This one-day session has been developed to provide participants with an increased understanding of the value of having a basic knowledge of employment law and how to be a legally fair employer.

On completion participants will have increased knowledge of:

- **Recruitment** – The dos and don'ts, contract terms and offers
- **Contracts of Employment** – fully protecting the organisation
- **Immigration, references and medicals** and what to be aware of
- All mandatory obligations on **family friendly policies** and **flexible working** applications
- **Contractual issues**, employment status and part-time, agency and fixed term working
- **Good working practices** – discrimination, bullying, harassment etc
- **Dealing with difficult situations** – short- and long-term absence, poor performers, stress, online abuse, misconduct in and out of work
- **Handling grievances and disciplinaries** – applying procedures and appeals
- **Dismissal** – What is wrong, unfair and constructive dismissal, reasons for dismissal and getting it wrong
- **Employment Tribunals** – What are they, early conciliation, being a witness, settling out of court, Settlement Agreements

**This workshop can be fully customised to an organisation's needs and specific requirements

Our training sessions can be delivered on-site or in our training facilities.

Each learner will receive a certificate of attendance and course packs to take away.

For more details and booking please **CONTACT US**

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