

THE IN-HOUSE TRAINING COMPANY

Recruitment within the law

Overview

Mistakes in the recruitment process are easily avoided but once made they are much less easily remedied and can prove very costly to the organisation. If you want to ensure that your recruitment process is as risk-free and efficient as possible, this very practical one-day course is the ideal solution.

Training objectives

This course will help participants:

- Ensure that job descriptions, person specifications and application forms are properly drafted
- Avoid all the most common pitfalls in the recruitment process
- Master the pre-employment checks and processes
- Understand the contractual issues
- Avoid all direct or indirect discrimination in the recruitment process

Audience

This programme is designed for HR practitioners who may have had little or no formal training in this particular area (and those in need of a refresher), as well as those new to the recruitment function.

Format

A highly-participative, practical and informative one-day course, presented in an outgoing, informal and relaxed style. Business examples, case studies and discussion briefs are used to stimulate participant interest and to cater for a range of learning styles.

Special features

Your organisation's forms, policies and procedures can be reflected in this workshop, to ensure that participants are continually relating the learning to your in-house processes.

The expert trainer

Toni is a Fellow of the Chartered Institute of Personnel and Development and a member with 15 years standing of the Employment Tribunal judiciary (the youngest member ever appointed). Formerly an HR Director within the BAA group of companies, she is an independent HR / employment law consultant of more than ten years' standing. She has worked with many organisations as a consultant, auditing HR policies, procedures and practices as well as managing complex and sensitive issues such as redundancy, TUPE transfer, reorganisations, etc. An author and trainer, she is also a lecturer for the CIPD graduate qualification.

The organisations she has worked with include, to name but a few, Orange, Ford, AXA Insurance, Westminster City Council, Zurich, OFT, CAF/CASS, The White Company, Eurolink Group plc, RDF plc, Canute, BSS, IBIS Hotels, Vinci, British American Tobacco and Brunel Care.

Her programmes are both participative and highly enjoyable and the reaction from participants is always outstandingly positive, as shown by the following client feedback:

Materials provided are excellent – far exceeded expectations. A great workshop, group energy was brilliant (not easy or expected), which is down to Toni. Great presenter, very knowledgeable and enthusiastic.'

The White Company

'One of the best course presenters I have seen in some time.'

AXA Insurance

'Exceptional. Feedback from our managers has always been second to none. Cannot be recommended highly enough.'
British American Tobacco

'Can't remember when I have enjoyed a day's "work" so much. It was extremely interesting and informative and it was also a lot of fun – I have spoken to the other delegates and they were of the same opinion. Toni was extremely knowledgeable on employment law and had a great sense of humour – many, many thanks and we look forward to seeing you for more training and development initiatives within Vinci.'
Vinci plc

'Toni recently ran a two day training programme for all of our middle/senior managers on a range of leadership skills. The feedback as always was outstanding. The training was informative, engaging and entertaining. Toni used a range of different techniques to ensure we were given the information and skills we needed to improve our coaching and leadership capability whilst inspiring us to adapt the methods to address our own specific issues. We learnt some very valuable skills and had a thoroughly enjoyable two days.'
Brunel Care

Course outline

1 Right person, right job

- Job descriptions, person specifications and application forms
- Advertising and candidate generation
 - Where
 - Style
- Interviewing
 - Areas to avoid
- Do's and don'ts of the recruitment process
 - Records to keep
 - How to shortlist legally and effectively
 - How to prepare lawful competence-based interview questions
 - Lawful assessment

2 Before starting work

- Offers: oral and written
- Statement of terms and conditions
- References and medicals
- Avoiding illegal working
- Criminal convictions
- Work permits and visas

3 Establishing good working practices and avoiding discrimination

- Race, sex, disability, sexual orientation, religion and belief, age and gender reassignment discrimination
- Direct and indirect discrimination in the recruitment process
- Reasonable adjustments in disability-related cases
- Equal pay issues
- Data protection issues and recruitment

4 Main contractual issues

- 'Employees' v 'workers'
- Agency workers
- Fixed-term and part-time contracts and rights
- Providing a contract of employment
- Implied and express terms in a contract
- Relocation

5 Review and close

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PLEASE CALL 01582 469080**

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