

# THE IN-HOUSE TRAINING COMPANY

## Employment law – the foundations

### Overview

All organisations need to ensure that their staff have an adequate knowledge of employment law. Where there is a dedicated HR function, it is essential that *all* levels of staff have an understanding of the subject. Where responsibility for personnel issues is more devolved, it is vital that the managers concerned know what they can and cannot do if they are not to run the risk of Employment Tribunal claims. This course, presented by a specialist employment lawyer, will bring everyone up-to-speed.

### Training objectives

Having attended this event participants will be better able to:

- Minimise the risk of Employment Tribunal claims – and the negative impact on morale and performance – that personnel problems can lead to if not dealt with properly
- Observe the correct recruitment procedures
- Deal confidently with disciplinary issues
- Respond to requests for time off, or flexible working, appropriately
- Avoid direct or indirect discrimination

### Audience

Those new to the HR function and all line managers with significant devolved responsibility for HR issues.

### Format

This one-day programme is presented in a lively, informal manner. Course participants are expected to play an active role in discussion sessions and to raise all their employment law questions.

### Special features

This programme can be tailored specifically to your organisation's particular needs, whatever the context – large corporation, SME, voluntary or public sector.

### The expert trainer

Kate is a solicitor and a member of the Employment Lawyers Association who worked in private practice as an employment lawyer for a number of years before setting up her own training consultancy specialising in HR and employment law training. She has a thriving practice training organisations on all aspects of employment law, either as stand-alone courses or as part of an on-going management development programme. Her client base is extremely broad, ranging from trade unions and the public sector to small business and multi-national corporations. Her pragmatic, 'plain English' approach makes her a very popular trainer, as the following comments show:

*'One of the few trainers I would truly recommend.'*  
*Sorceris Ltd*

*'I would like to thank you for your presentation. A lot of members and the development team sang your praises. They told me how interesting your presentation was and how it was nice to have a different format rather than just death by power point.'*  
*4sight Design Ltd*

*'Perfect balance of law and practical case studies. Excellent presentation.'*  
*New Business Intelligence Ltd*

'The trainer's commitment to the subject, allied to her wide experience and extensive knowledge, was very motivating.'

*James Handley Ltd*

'Valuable and enjoyable day. Really user friendly course materials.'

*BSS Group plc*

'In the field of employment law, legislation compliance and dealing with all matters in relation to employing staff I would not hesitate to recommend Kate's services to any employer. She gives real world answers and options.'

*Managing Director, AB Printer Cartridges*

## **Course outline**

*Note: the following outline is merely an indication of the sorts of subject that could be covered. The precise programme would be prepared specifically for your organisation, taking into account both the sector and the very latest legal developments.*

### **1 Recruitment process**

- Interview and appointment
- Taking up references

### **2 Contracts of employment**

- Written contracts
- Oral contracts
- Time limits

### **3 Pay**

- National Minimum Wage
- Pay slips
- Deduction from wages

### **4 Dismissal and notice periods**

- Written reasons for dismissal
- Notice pay
- Unfair dismissal
- Breach of contract
- Wrongful dismissal

### **5 Parental legislation**

- Maternity leave and pay
- Parental leave
- Paternity leave and pay
- Adoption leave
- Time off for family emergencies
- Flexible working

### **6 Time off**

- Public duties
- Trade union activities / duties
- Safety representatives
- Training and study
- Working time regulations
- Holiday

### **7 Discipline and grievances**

- When to suspend
- Investigation
- Conducting hearings
- Disciplinary warnings

- Appeal hearings
- New statutory procedures

## **8 Discrimination**

- Sex
- Race
- Disability
- Sexual orientation
- Religion or belief
- Age
- Equal pay
- Part time workers
- Equal opportunities

## **9 Data Protection Act**

- Data Protection principles
- Access to data

## **10 Complaints to an Employment Tribunal**

- New statutory procedures
- ACAS
- Making a complaint
- Time limits
- Remedies
- Costs

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**TO DISCUSS YOUR TRAINING REQUIREMENTS  
PLEASE CALL 01582 469080**

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