

THE IN-HOUSE TRAINING COMPANY

Introduction to employment law

Overview

UK employment law is constantly changing and increasingly complex. It is vital that all those operating within the HR function, at whatever level, have a proper working knowledge of the subject if the organisation is not to be exposed to unnecessary risk of tribunal claims. This comprehensive one-day programme is the ideal introduction to the topic.

Training objectives

This course will help participants:

- Understand the overall legal framework of employment law
- Appreciate the importance of employment status
- Be aware of the pitfalls surrounding equal opportunity law
- Manage absence in the workplace in accordance with required procedures
- Ensure that the organisation is not unnecessarily exposed to claims for unfair dismissal
- Implement disciplinary procedures fairly and lawfully

Audience

This programme is focused on the needs of HR practitioners who are either new to their role or in need of a 'refresher' on employment law.

Format

Participants in this practical one-day workshop are encouraged to take a pro-active approach, using small team discussions, case studies and practical exercises. This helps to ensure a pooling of ideas, knowledge and experience in applying the skills back at work.

We recommend that the group be limited to 12 participants if maximum benefit is to be had from the day.

Special features

Your organisation's policies and procedures can be incorporated into the workshop, to help ensure that participants fully appreciate the relevance of what is being taught.

The expert trainer

Alison is an independent HR and management development consultant, specialising in employment law, leadership development and organisational development. Formerly European HR Manager for Kodak, she has also worked within the finance, retail, hospitality, IT and manufacturing sectors. With a highly interactive and dynamic training style, Alison is unerringly focused on the practical aspects of helping people solve problems and achieve objectives. Her enthusiastic and professional approach has won her many clients, including Avis, BP, Daimler Chrysler, Deutsche Bank, Ecotec, Elite Hotels, HSBC, Homebase, Microwarehouse, Procter & Gamble and Standard Bank.

Course outline

1 Introduction and course objectives

2 The legal framework

- Statutory employment rights

- Common law rights

3 Defining employment status

- Employees
- Agency workers
- Contractors' staff
- How Employment Tribunals determine status
- Managing agency workers and contractors
- *Case study review*

4 Essentials of UK equal opportunity law

- Sex Discrimination Act 1975
- Race Relations Act 1976
- Disability Discrimination Act 1995
- Employment Equality (Religion or Belief) Regulations 2003
- Employment Equality (Sexual Orientation) Regulations 2003
- Age discrimination
- Direct and indirect discrimination
- Victimisation
- Bullying and harassment
- Case law

5 Managing attendance

- The legal dimension
- Procedure for dealing with short-term absence
- Procedure for dealing with long-term absence
- Return to work interviews
- Medical certificates

6 Unfair dismissal

- Types of dismissal
- Qualifying periods
- Automatically unfair dismissal
- Compensation – current developments
- Rights of representation
- ACAS involvement
- Employment Tribunals

7 Disciplinary procedures

- The ACAS Code of Practice
- A fair disciplinary procedure
- Understanding the new legislation
- Dealing with conduct and capability
- Employees' rights
- *Case study review*

8 Conclusion

- Course review / discussion
- Close

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