SJ Beale HR Consult Employment Law Workshops – 2012

For costs and further details call us on 07762 771290.

Employment Law Workshops offered as either full or half day workshops (unless specified) or bite-sized sessions. All workshops are fully interactive and use a variety of learning methods.

Delegate profile: ideal for managers/employees responsible for HR, inexperienced or experienced HR personnel etc.

Handouts and work books will be provided.

HR in a Day (one day or two half days)
Learn how to manage staff fairly in the workplace. This interactive, comprehensive workshop covers the important aspects of managing the lifecycle of an employee from recruitment to termination

Agenda
- Costs of HR management
- The Recruitment Process
- Induction Process
- Performance management
- Managing probation
- Appraisals
- Poor performance
- Absence
- Managing grievance & discipline
- Dismissal
- Redundancy management
- Exit interviews

Learning Outcomes
By the end of the workshop the delegates will be able to:
- Understand the costs & benefits of HR Management
- Plan and carry out a best practice recruitment procedure
- Put into place a structured induction process
- Implement an appraisal process
- Manage poor performance
- Manage a grievance and/or disciplinary situation
- Understand the statutory three step dismissal procedure
- Manage a redundancy programme
- Understand the importance of the exit interview

Recruiting for Success
Learn how to recruit within the law and avoid discrimination!

Agenda
- Costs of recruitment
- Job analysis
- Creating job descriptions
- Attracting applicants
- Job adverts
- Shortlisting
- Interviewing skills
- Developing Questions
- Pitfalls of interviews
- Ability testing

Learning Outcomes
By the end of the workshop the delegates will be able to:
- Be aware of the costs of recruitment and why recruitment needs to be effective
- Understand why selection needs to be objective
- Comprehend the principles of employment law in recruitment and selection
- Be able to draft a person specification
- Be able to shortlist
- Be able to construct interview questions and carry out an interview

Managing Absence
Learn how to manage absence within the law and reduce related costs in your business!

Agenda
- Importance of managing absence
- The sickness reporting procedure
- Managing short & long term absence
- Using medical opinion to support absence
- Dealing with the company paperwork
- The return to work interview – preparation & management
- The absence review stage meeting – preparation & management
- Soft skills in absence management

Learning Outcomes
By the end of the workshop the delegates will be able to:
- Understand the costs to the business of failing to manage absence
- Know how measuring absence can help the business
- Be able to identify the differences between short term and long-term absence and manage them accordingly in an effective manner.
- Know the importance of medical referral in managing absence
- Be aware of the different causes of absence and be able to identify appropriate effective solutions.
- Be able to carry out a return to work interview

An Introduction to Data Protection
An interactive informative short workshop covering essential skills required to operate data protection procedures within your organisation in accordance with the law.

Agenda
• Background to the Data Protection Act
• Role of Information Commission
• Notification
• 8 principles
• 4 codes of practice for employers
• Recruitment and data protection
• Employment records
• Monitoring in the workplace
• Access requests
• Medical records
• Protecting paper and computerised records

Learning Outcomes
By the end of the workshop the delegates will be able to understand:
• The aim of the Data Protection Act 1998
• The role of the Information Commission
• The 8 Enforceable Principles
• Costs and benefits of the Data Protection Act
• The 4 codes of practice for employers
• How to practically implement the Data Protection Act

Disability Awareness
Learn what to look out for in relation to disability in the workplace and how to manage the surprising issues that may crop up.

Agenda
• Background to Disability Discrimination Act/Equality Act
• Definition of disability
• Role of medical opinion
• Reasonable adjustments
• Costs related to disability issues
• Discrimination
• Rights and obligations

Learning Outcomes
By the end of the workshop the delegates will be able to:
• Understand the essentials of the Disability Discrimination Act & Equality Act
• Define disability
• Explain costs and benefits of the DDA
• Understand the definition of discrimination
• Recognise the role of medical opinion with the DDA
• Know the rights of disabled employees and the obligations of employers
• Be aware of access arrangements for facilities, goods and services

Managing Grievance, Discipline & Dismissal
Learn how to manage grievance, discipline and dismissal issues within the law and avoid costly employment tribunal compensation!

Agenda
- Legislation
- Costs
- Discipline & grievance & the employment contract
- Grievance procedure
- Disciplinary procedure
- Investigations
- Disciplinary hearing
- Disciplinary actions
- Dismissal
- Tribunals

Learning Outcomes
By the end of the workshop the delegates will be able to understand:
- How to handle a grievance
- How to handle a disciplinary
- How to undertake an investigation
- How to prepare & conduct a disciplinary hearing
- The levels of disciplinary action available
- How to deal with a tribunal claim

Redundancy Management
Learn how to manage redundancy fairly whether it is one member of staff or several hundred and reduce unfair dismissal claims.

Agenda
- Definition of redundancy
- Employment law related to redundancy
- Unions/employee reps
- Selection criteria
- Consultation
- Compensation
- Alternatives to redundancy
- Suitable alternative employment
- Trial periods
- Outplacement

Learning Outcomes
By the end of the workshop the delegates will be able to:
- Understand the nature of a redundancy situation
- Comprehend the legal requirements of redundancy
- Be able to undertake a consultation meeting
- Understand the role of the unions/employee reps
- Be able to use a redundancy selection matrix
- Understand redundancy compensation requirements
- Manage redundancy dismissals