



Basics of Employment Law



Overview

This practical one day course will enable delegates to gain an appreciation of employment law and confidence to handle employment issues on a day-to-day basis.

Target Group

This course is aimed at any personnel who need to get to grips with the fundamentals of practical employment law quickly

Objectives

By the end of the course, delegates will be able to:

- ✗ Understand key areas of employment law and implement best practice
- ✗ Avoid unnecessary risk and exposure for their own company
- ✗ Implement their own organisation's policies in line with latest legal developments
- ✗ Apply the law to everyday workplace scenarios

Course Content

Below is an overview of the topics that are covered. (Please note that if this course is delivered on an in-house basis, the content can be tailored to meet your specific requirements and address any issues you may have.)

- ✗ Introductions & personal objectives
- ✗ How Legislation works
- ✗ Employment relationships
- ✗ Recruitment process: key do's and don'ts
- ✗ Employment contracts
- ✗ Employee Rights
- ✗ Policies /procedures – interaction with legislation
- ✗ Performance Management (legislative issues)
- ✗ Absences
- ✗ Grievances / Discipline / Dismissals
- ✗ Capability
- ✗ Discrimination Law
- ✗ Direct and indirect discrimination
- ✗ Anti – discrimination legislation
- ✗ Family-friendly Rights and Flexible Working
- ✗ Maternity, Paternity and Adoption
- ✗ Other parental rights and flexible working
- ✗ Key Principles for Employers
- ✗ How not to end up in a tribunal
- ✗ Where does it go wrong?

Outcomes

Each delegate will receive individual developmental feedback and will be asked to complete a personal action plan to identify key changes to implement and skills to practice.