

in Company Training services

Managing People Within the Law

A two-day course

As HR departments take on an increasingly strategic role and devolve more responsibilities to line managers, it is vital that those line managers are supported by having a practical understanding of the UK's ever-changing and increasingly complex employment laws. This two-day programme helps managers become familiar with the legislative framework affecting the workplace and emphasises when it is necessary to call upon the support of the HR specialists. This comprehensive two-day workshop will increase delegate's understanding and awareness of UK employment law and demonstrate how to apply this, through the use of best practice, in their role as line managers.

Participants in this practical two-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.

This programme is ideal for line managers who have had little or no formal training in employment law, although it has also benefited many managers who were in need of a 'refresher' on the subject. HR advisors can also benefit significantly from attending this course. We strongly recommend that your organisation's policies and procedures are incorporated into the workshop, to help ensure that participants fully appreciate the relevance of what is being taught.

Day One

Introductions and course objectives

What HR responsibilities does a line manager have?

The impact on the line manager of the changing role of HR

HR responsibilities of the line manager

Introduction to the UK employment legal system

Statutory employment rights

Common law rights

Unfair dismissal

Constructive dismissal

Wrongful dismissal

Employment Tribunals

Remedies and compensation

Defining employment status

Employee

Fixed term contractor

Agency worker

Self-employed

Managing agency workers, contractors and self-employed

How status is determined by Employment Tribunals

Discrimination law

Sex and sexual orientation discrimination

Race and religious discrimination

Disability discrimination

Age discrimination

Direct discrimination

Indirect discrimination

Victimisation

Bullying and harassment

How to prevent and handle complaints

Practical exercise

Discrimination and recruitment

Ensuring equal opportunities

Using selection criteria

Avoiding direct and indirect discrimination

Questions to avoid

Note taking

Referencing

Managing attendance

Managing long-term absence

Managing short-term absence

Managing the malingerer

Essential paperwork

Medical certificates

Return to work interview

Video-based exercise

Day Two

Managing performance

Legal background to performance management

Identifying poor performance

Setting targets and measures

Giving feedback

Informal action

Formal action

Dismissal for poor performance

Follow-up and record keeping

Discipline

A fair disciplinary procedure

Dealing with conduct and capability

Employees' rights

Case study review

Grievance

A fair grievance procedure

Informal action

Formal action

Employees' rights

Family-friendly rights

Managing requests for:

- Flexible working
- Maternity leave
- Paternity leave
- Parental leave
- Adoption leave
- Time off for dependants

Data protection and record-keeping

Principles of data protection

Employees' rights of access

Penalties for breaching the Act

Conclusion

Workshop review/discussion

Employment law surgery – an opportunity for you to ask our tutor advice on any of your employment issues