

# **ESSENTIAL EMPLOYMENT LAW**

## **FOR MANAGERS, TEAM LEADERS AND HR PROFESSIONALS**

### **1-day Course**

#### **OVERALL AIM:**

This course will give delegates an overview of the essential employment legislation requirements for any organisation. Delegates will be given the opportunity to discuss areas of concern and 'live' case studies if they so wish. Those new to running a team, a business or to the HR function in larger organisations will gain increased confidence from the course.

#### **WHO SHOULD PARTICIPATE:**

This course is for anyone who currently has responsibility for employing people and ensuring employment protection entitlements are met within their company so as to avoid any unnecessary claims or awards against the company. It is particularly useful for those in a new role within the HR function.

#### **COURSE OBJECTIVES:**

**By the end of this course, participants will be able to:**

- Identify the purpose and content of a contract of employment.
- Define the five fair reasons for dismissal and the correct procedures in all five scenarios for the 'General test of fairness'.
- Recognise the ACAS code of disciplinary practice and its uses and purpose.
- Identify the Discrimination Acts and the scope of the protection.
- Recognise the protection afforded by the Working Time regulations.
- Recognise the protection afforded by the Flexible Working regulations.
- Identify any other topical areas of protection.

#### **COURSE CONTENT:**

- Introduction and objectives: The tutor outlines the course objectives and delegates are asked for their objectives.
- Identify: Tutor led discussion on the legalities and content of a contract of employment. The group works within small groups to complete a question and answer exercise to ensure learning.
- Define: Tutor led discussion to identify the five fair reasons for dismissal. The group works within small groups to consider the conduct category, defining the difference between minor and gross misconduct. The group will then be assisted in defining poor performance as a capability issue. The group will be asked to define long-term absence and then be issued with the 'golden rules' for dealing with a long-term ill health problem. Persistent short-term absenteeism is also covered and the remaining reasons for dismissal are dealt with in a similar way.
- Recognise: The group works together to recognise the significance of the ACAS code and the protection afforded by the 'Dispute Resolution Procedures'. The group will explore progressive disciplinary action and dismissal for gross misconduct.
- Identify: The group will work together to identify all the Discrimination Acts. A question and answer exercise is completed in small groups and then feedback given to the tutor to evidence understanding of the scope of the Acts.
- Recognise: The group takes part in a Tutor led discussion regarding the main elements of the 'Working Time Regulations' and 'The Flexible Working Regulations'.
- Review: A brief review of main topics covered.