

Employment Law - Introduction

Duration: 2 days

This course is designed to give delegates a practical understanding of the key areas of employment law, so that they can be consistent in applying procedures across their company. They will be able to check that their company procedures comply with legal requirements and, therefore, be able to avoid potentially costly claims.

The course is delivered via tutor led input, discussion, practical exercises and training DVDs.

Who should attend this course?

Any individual who needs knowledge of employment legislation to carry out his/her work

Course Objectives

By the end of the programme participants will be able to:

- ◆ Understand the employment law framework
- ◆ Identify different types of employment contracts
- ◆ Understand different types of discrimination
- ◆ Identify individual employee rights during their employment
- ◆ Go through their disciplinary policy
- ◆ Discuss different cases that have been taken to Employment Tribunals
- ◆ To plan how the company can operate more effectively within the employment law framework

Course Outline

- ◆ Recruitment and selection
- ◆ Letters of appointment
- ◆ Contracts of employment
- ◆ Changes to contracts of employment
- ◆ The importance of induction
- ◆ Various types of discrimination:
 - Sex
 - Disability
 - Sexual orientation
 - Race
 - Religion
 - Age
- ◆ Employee rights during employment:
 - Maternity
 - Bullying and harassment
 - Part time working
- ◆ Disciplinary processes and policies
- ◆ Dismissal with and without notice
- ◆ Breach of contract
- ◆ Remedies for unfair dismissal
- ◆ Employment tribunals
- ◆ Review of current policies and procedures