Employment Law for Line Managers

This is a practical 1-day course that provides line managers with an overview of the important elements of employment law, plus practical guidance on how to tackle legal issues that arise within a working environment.

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| **Who should attend?**  All line managers, those with supervisory responsibilities. No prior knowledge of employment law is required.  **Course Benefits**  By the end of the Employment Law for Line Managers course you will be able to understand the key principles of employment law and apply them in the workplace; apply your organisation’s documentation and procedures to HR matters and resolve work issues within the law and according to best practice.  **Programme Content**  **Recruitment & contractual issues**   * Do’s and don’ts of interviews * References * Express and implied contractual terms   **Dealing with difficult issues – a practical approach**   * Short and long term absence * Poor Performance * Email/internet abuse * Stress | **Equal Opportunities & discrimination**   * Race, sex, disability, age, religion or belief, sexual orientation and gender reassignment * Direct and indirect discrimination * Victimisation * Harassment and bullying * What is a disability?Making reasonable adjustments * Definition of ‘religion’ * Sexual orientation discrimination * Examples of age discrimination * Issues likely to arise * Compensation levels * Understanding your organisation’s policy on discrimination   **Grievance & disciplinary matters**   * What is the law? * Grievance or grumble * Formal or informal resolution * Conducting a grievance discussion * When does a disciplinary situation arise? * Conducting an investigation * Witnesses * Gross misconduct * Holding a disciplinary hearing * The right to be accompanied * Appeals * Acting ‘fairly’ and ‘ reasonably’ * Understanding and applying your organisation’s grievance and disciplinary procedures | **Dismissal**   * What is wrongful, unfair and constructive dismissal? * Reasons for dismissal * The cost of getting it wrong   **Employment tribunals**   * What are they? * Being a witness * Settling out of court   **Contact information**  **Jeanette Lonsdale**  **HR Consultant**  **First Call HR**  **Tel: +44 (0)7917 333999**  **Tel: +44 (0)1295 720988**  **Email: jeanette@firstcallhr.com** |