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.

|  |  |  |
| --- | --- | --- |
| **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** |