First Time Line Management

This is a 1-day course taking the line manager through the complete employee life-cycle from pre-recruitment to post-termination and the associated underpinning legal obligations of employers and rights of employees.

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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 First Time Line Management course you will be able to explain the key stages of the employee life-cycle, operate within best practice and comply with legislation.  **Programme Content**  **Recruitment & contractual issues**   * Recruitment Process * Do’s and don’ts of interviews * Express and implied contractual terms * References * What to be aware of during employment   **Equality Act & discrimination**   * Forms of discrimination * Sex & Race Discrimination * Disability Discrimination * Harassment and Bullying * Gender reassignment * Religious Discrimination * Sexual Orientation Discrimination * Age discrimination * Compensation levels * Understanding your organisation’s policy on discrimination | **Family Matters**   * Maternity, paternity, adoption and parental leave   **Grievance & disciplinary matters**   * What is the law? * Understanding and applying procedures * Conducting an investigation * Witnesses * The right to be accompanied * Holding a hearing * Appeals * Acting ‘fairly’ and ‘ reasonably’ * Understanding and applying your organisation’s grievance and disciplinary procedures   **Difficult issues – a practical approach**   * Short and long term absence * Poor performance * Email/internet abuse * ‘Stress’   **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** |