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
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