

Employment Law & HR Training



Our Employment & HR Team provide training for employers that is tailored to the employer's organisation, its culture and its policies and procedures.

Our training is interactive and attendees will have the opportunity to practice their newly acquired skills and knowledge using a case study.

Training can be delivered face to face or online.

We have outlined our most popular training courses in the following pages. The descriptions are for guidance only and are subject to change in accordance with your requirements and objectives.





Course title:

Dealing with performance: Improve or Move

Target audience

HR professionals & line managers with responsibility for the management of employee performance.

Objectives

To enable attendees to:

1. manage employee performance throughout the employment relationship in order to enable employees to be happy and engaged and to be self-starters who are motivated to do a good job/contribute to the business.
2. To identify where an employee is not going to achieve 1 above at the earliest opportunity.
3. To assist and support employees who start to under-perform in overcoming any difficulties in order to move back to achieving 1 above as quickly as possible.
4. If, despite assistance and support, an employee cannot achieve 1 above, to redeploy them or terminate their employment in the fairest way, minimising the risk of cost to the business.

Course length
One day

Course outline

- Why manage performance and do it well?
- What can happen if performance isn't managed effectively/correctly.
- Effective use of probationary periods.
- Managing performance before a problem arises.
- Examples of poor performance.
- Commencing a performance management procedure.
- How to run a performance management procedure.
- The importance of good documentation/evidence.
- Common obstacles and how to address them.
- Effective performance management.
- Dismissing fairly for poor performance.



Course title:

Disciplinary investigations & procedures

Target audience

HR professionals & line managers with responsibility for investigating employee misconduct and/or holding disciplinary hearings/appeals.

Objectives

To enable attendees to:

1. Understand the legal basis for/procedural requirements of taking disciplinary action against an employee.
2. Have the ability to carry out a disciplinary investigation reasonably and fairly, creating a solid basis upon which to take formal disciplinary action.
3. Be confident in carrying out a disciplinary procedure/holding a hearing.
4. Where appropriate, terminate employment in the fairest way, minimising the risk of cost to the business.

Course length
One day

Course outline

- The legal basis and requirements for disciplinary action/dismissal.
- The importance of well-drafted contracts of employment and disciplinary and other policies and procedures to taking disciplinary action.
- Identifying misconduct/gross misconduct.
- Commencing a disciplinary procedure.
- Carrying out a fair and reasonable investigation.
- The importance of good documentation/evidence.
- How to run a disciplinary procedure.
- Areas of potential difficulty and complexity.
- Issuing warnings.
- Dismissing fairly for misconduct/gross misconduct.
- How to handle appeals.



Course title:

Grievance investigations & procedures

Target audience

HR professionals & line managers with responsibility for investigating employee grievances and/or holding grievance hearings/appeals.

Objectives

To enable attendees to:

1. Understand the legal basis for/procedural requirements of dealing with an employee's grievance.
2. Be confident in carrying out a grievance procedure/holding a hearing.
3. Have the ability to carry out a grievance investigation reasonably and fairly.

Course length
Half day

Course outline

- The legal basis and requirements for dealing with an employee's grievance.
- Carrying out a fair and reasonable investigation.
- The importance of good documentation/evidence.
- How to run a grievance procedure.
- Areas of potential difficulty and complexity.
- How to handle appeals.





Course title:

Equality & Diversity

Target audience

HR professionals/business owners looking to protect employees and customers/clients from discrimination, raise awareness of equality and diversity and reduce the risk to their business if a discrimination claim is issued

Objectives

A training course aimed at raising awareness and increasing understanding of discrimination, diversity and equality issues within the workplace which will also assist employers in establishing the 'reasonable steps' defence to a discrimination claim.

Course length
Half day

Course outline

- The importance and benefits of equality and diversity within the workplace.
- The legal protection against discrimination: protected characteristics and types of discrimination including examples of discrimination commonly occurring within the workplace.
- Employee's obligations and what an employee should do if they are discriminated against/witness an act of discrimination.
- Attendee quiz to review understanding.





Course title:

Absence management & medical capability procedures

Target audience

HR professionals & line managers with responsibility for managing employee sickness absence and/or the medical capability of employees including those with responsibility for holding sickness absence and medical capability hearings/appeals.

Objectives

To enable attendees to:

1. Understand the legal basis for/procedural requirements of managing sickness absence/medical capability.
2. Have the ability to carry out an absence management procedure reasonably and fairly.
3. Be confident in carrying out an absence management procedure/holding a hearing.
4. Understand how to identify where an employee may be disabled under the Equality Act 2010 and the employer's obligations in relation to a disabled employee.
5. Where appropriate, terminate employment in the fairest way, minimising the risk of cost to the business.

Course length
One day

Course outline

- The legal basis for managing sickness absence/medical capability.
- The potential cost of poor absence management.
- Sickness absence management procedures.
- What to do during an employee's sickness absence.
- Returning the employee to work.
- Problem areas.
- How to manage sickness absence when it becomes a problem: investigation and procedure.
- The Equality Act and obligations in relation to disabled employees.
- Capability dismissals and alternatives.



Course title:

Redundancy & reorganisation

Target audience

HR professionals, business owners and managers who are considering/will be involved in the process of making redundancies/reorganising.

Objectives

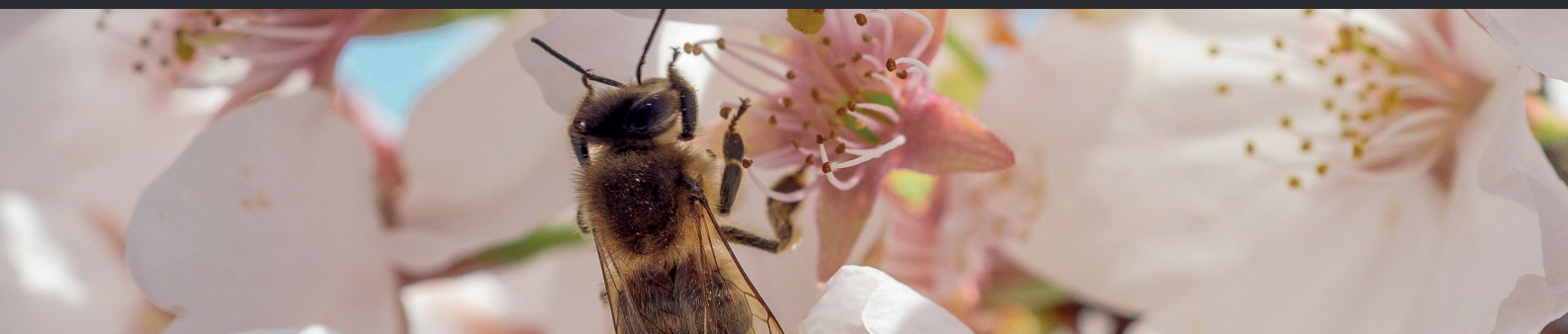
To enable attendees to:

1. understand the legal requirements for making redundancies and reorganising employees.
2. to plan an efficient, effective and fair redundancy and/or reorganisation process.
3. to understand and implement the procedural requirements.
4. to know how to deal with high risk employees.

Course length
One day

Course outline

- The importance of ensuring that redundancies and reorganisations are carried out lawfully and fairly.
- What is a fair and reasonable dismissal?
- What is a genuine redundancy situation?
- How to plan redundancies and reorganisations and why this is key to a successful outcome.
- Alternatives to redundancy/reorganisation.
- Collective and individual consultation.
- Selection for redundancy.
- High risk employees.
- Dismissal and appeals.



TUPE – the basics

Target audience

HR professionals & managers responsible for managing TUPE business transfers or service provision changes – particularly relevant for organisations who secure contracts for services and businesses on an acquisition trail.

Objectives

To enable attendees to:

1. have a basic understanding of TUPE and its application.
2. to understand the key requirements and obligations under TUPE.
3. to understand how to approach the obligations to inform and consult with employees.
4. to have an overview of the practical aspects of TUPE and specific factors that may arise/things to be aware of when dealing with a TUPE transfer.

Course outline

- Identifying when TUPE applies: overview of business transfers and service provision changes.
- The scope of the automatic transfer principle.
- Changing terms of employment.
- Protection against dismissal.
- Obligations to inform and consult.
- The obligation to provide 'employee liability information'.
- Dealing with TUPE in practice.





We can also provide training
in the following areas:

- Legal risks of recruitment
(adverts / interviews / offer letters
/ contracts of employment)
- General Employment Law Update
- Dealing with Bullying & Harassment
- Responding to flexible working requests
- Managing Workplace Stress
- Unfair dismissal overview
- Employment Tribunal-
how to defend a claim
- Maternity, paternity & family rights
- Drafting contracts of employment-
how to protect your business
- Changing terms and
conditions of employment
- Whistleblowing overview

Prices on request.

“A regional law firm with national expertise.”

*David Barker
Handelsbanken*

For further details on our training courses please contact either:

Tom Evans
tom.evans@dtmlegal.com
or
Elizabeth Judson
elizabeth.judson@dtmlegal.com

Chester Office

Archway House
Station Road
Chester, Cheshire
CH1 3DR

Telephone: 01244 354 800
Fax: 01244 403 485

Liverpool Office

3rd Floor
No. 4 St Paul's Square
Liverpool
L3 9SJ

Telephone: 0151 321 0000
Fax: 0151 230 1211

