

Duration: 1 or 2 days

Aims: A 1-day workshop will give a basic overview of each area of Employment Law. The 2-day course will cover all aspects of employment up to Tribunal and will include case studies.

Topics

Fundamentals of basic Employment Law

- Understanding the origins of Employment Law
- Contracts of Employment – Basic overview of the intent to create a legal relationship.
- Changing or Varying a Contract of Employment
- Employee or Contractor? What is the difference?
- Employment Particulars
- Restrictive Covenants
- The Recruitment Process

Maintaining the Employee Relationship

- Employee Status – Full Time; Part Time; Fixed Term; Zero Hours
- Agency Workers
- Expectations of the Employee and the Employer
- Statutory & Day One Rights
- Flexible Working Patterns
- Managing Performance

Discipline and Grievance – Dealing with Difficult Issues

- Dealing with conduct and behaviour
- How to manage capability (poor performance and absenteeism)
- Handling employee grievances

Discrimination Law

- What is meant by discrimination?
- The Equality Act 2010

Terminating the Employment Relationship

- Establishing the reasons for dismissing staff
- What is Constructive; Wrongful and Unfair Dismissal
- Fair Dismissal
- Redundancy

ACAS

- The role of ACAS in early conciliation

Employment Tribunal

- Changes to Employment Tribunals
- What to expect at a Tribunal
- Remedies

Case Studies

Delegates will be given a number of case studies relating to various aspects of an employee's conduct and behaviour; capability and discriminatory acts. All are based on actual cases which have been through Employment Tribunals. The aim of the case study is to ensure delegates have a thorough understanding of the kind of cases heard at a Tribunal and the outcomes.