

EMPLOYMENT LAW FOR LINE MANAGERS

Increasingly, organizations are devolving responsibility for many traditional personnel tasks to line managers. This practical one-day course will provide line managers with an overview of the important elements of employment law, plus practical guidance on how to tackle issues that arise at work.

BENEFITS TO YOU AND YOUR ORGANISATION

By the end of the course, you will be able to:

- ⇒ Understand the key principles of employment law and apply them in the workplace
- ⇒ Apply their organization's policies and procedures to personnel matters
- ⇒ Resolve work issues within the law, and according to best practice.

PROGRAMME

The law and how it impacts on recruiting and managing staff and handling key performance issues at work:

- The recruitment process-offers, contracts, references and medicals
- Good working practices- how to deal with discrimination, harassment and bullying in the workplace, compensation levels, equal pay, different types of contract workers
- Family matters-maternity, paternity, adoption and parental leave
- Grievance and disciplinary issues- the law and best practice
- A practical approach to difficult issues including absenteeism, poor performance and stress
- Wrongful, unfair and constructive dismissal
- Employment tribunals