

FUNDAMENTALS OF EMPLOYMENT LAW

This interactive one-day course provides a foundation in the basic elements of employment law. It enables you to handle the common employment issues that arise on a day-to-day basis, in a positive manner.

BENEFITS TO YOU AND YOUR ORGANISATION

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

- ⇒ Understand the legal principles that apply to the relationship between the employer and the employee
- ⇒ Evaluate your organization's documentation, policies, and procedures against the legal requirements
- ⇒ Provide basic advice on resolving employment issues, while following best practice

PROGRAMME

- **Creating the employment relationship**
 - ✓ The recruitment process
 - ✓ The contract-offer, terms, clauses
 - ✓ Employment status
- **Maintaining the employment relationship**
 - ✓ Implementing good working practices-dealing with discrimination issues, race/sex/disability/religion or belief, sexual orientation and age discrimination, bullying and harassment
 - ✓ Working time regulations
 - ✓ Maternity, paternity and adoption rights, parental leave and flexible working
 - ✓ Disciplinary and grievance processes
 - ✓ A practical approach to difficult issues like absence, poor performance
- **Terminating the employment relationship**
 - ✓ Dismissal, unfair dismissal, redundancy
 - ✓ Employment tribunals