

HR & Employment Law Training Courses



SUPPORTING YOUR BUSINESS IN 2024



Managers who have the knowledge, confidence and ability to handle employee relations effectively within the law are a valuable asset to your business. They will save you time and money, and ensure a consistent approach in your organisation. Our training sessions are generally run in conjunction with the Employment Law team at Ashtons Legal to provide attendees with the full picture of their chosen topic.

EMPLOYMENT LAW AWARENESS FOR LINE MANAGERS

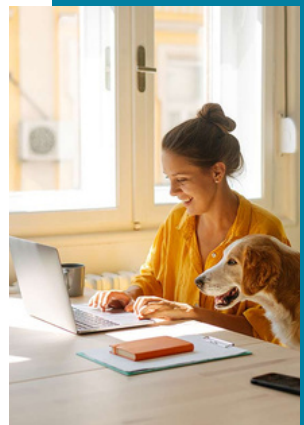
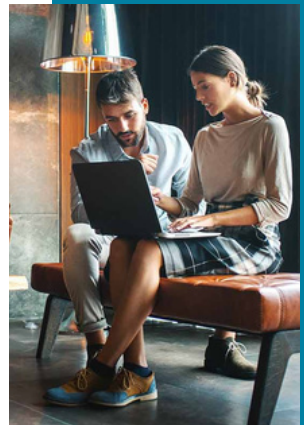
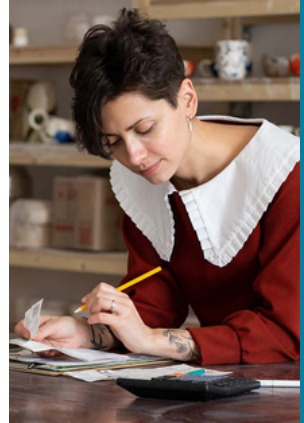
This workshop goes through the most prevalent employment law issues that line managers need to be aware of, such as equality and diversity, sickness absence, performance management, disciplinary and grievance situations as well as making changes to terms and conditions of employment. The workshop will be highly interactive with numerous case studies and exercises to help delegates reinforce their learning and to recognise employment law issues and how to deal with them.

2-Part online workshop
4 & 11 November 2024 | 10 - 1.00pm

DATA PROTECTION IN THE WORKPLACE

We will look at the requirements of current data protection law (GDPR) in respect of holding employee data. We will use case studies based on real life scenarios to give you a practical understanding of data protection compliance issues involved in employing and managing your employees. We will cover recruitment and selection processes, retaining/handling staff records including sensitive personal data, dealing with information requests from employees as well as other key points.

Short online workshop
Wednesday 6 March 2024 | 10 - 11.30am



EQUALITY AND DIVERSITY IN THE WORKPLACE

This interactive workshop will look at the importance for organisations of diversity as well as the forms of discrimination that are protected under the Equality Act. There will be a focus on harassment including what is the test, case studies and how to report harassment. We will also be looking at bullying, unconscious bias and race and disability discrimination.

Short online workshop
Wednesday 17 April 2024 | 10 - 11.30am

MANAGING EMPLOYEE INVESTIGATIONS

We will cover the different scenarios in which investigations are necessary. The workshop will also cover do's and don'ts for interviewing witnesses, how to assess 'he said, she said' type evidence and how to write an effective investigation report.

Half Day online workshop
Wednesday 22 May 2024 | 10 - 1.00pm

IMMIGRATION AND RIGHT TO WORK CHECKS

This course will provide an overview of the requirements and process for obtaining a sponsor licence under the Skilled Worker route and the process for recruiting people under skilled worker visas. We will look at what to do when employment unexpectedly ends and how migrants can move in and out of this route. We will then explore the requirements of right to work checks, review the changing requirements and when repeat checks are required, what steps provide you with a statutory excuse to a civil penalty for illegal working and what to do when the right to work is lost.

Short online workshop
Wednesday 16 October 2024 | 10.30 - 12pm

APPRAISALS AND PERFORMANCE MANAGEMENT

This workshop for line managers covers Performance Management, one of the core skills required by those with responsibility for managing staff. This session starts with what do we mean by performance management and why it is important. We then go on to cover the legal context and familiarisation with typical procedures in this area. Also included are giving effective feedback, questioning and listening skills, coaching and the GROW model and dealing with poor performance in probation and beyond.

Short online workshop
Wednesday 13 November 2024 | 10 - 11.30am

MANAGING HEALTH ISSUES AND DISABILITIES IN THE WORKPLACE

This workshop aims to equip managers with the knowledge and skills to champion diversity, support employees with health conditions or disabilities and create an environment where everyone can thrive. The legal context and potential risks will also be considered throughout the session.

Half Day online workshop
Wednesday 19 June 2024 | 10 - 1.00pm

MENOPAUSE AND THE WORKPLACE - MANAGER GUIDANCE

The menopause is a natural stage of life which affects most women and other people who have a menstrual cycle. This workshop will look at the importance of managing the effects of the menopause at work and is designed to equip managers with the confidence to have conversations with employees about the menopause and understand their role when it comes to offering support. We will look at the relevant legislation and how it applies throughout the session.

Short online workshop
Wednesday 19 June 2024 | 10 - 11.30am



Our trainers



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What next?

Courses can be booked online here:

www.ashtonslegalevents.eventbrite.com

For further information and questions about discounts and group bookings, please contact:

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Costs

Short online courses - £70 + VAT

Half-Day courses - £145 + VAT

2-part Half-Day courses - £245 + VAT



More information

We would be delighted to discuss how we can help you and your clients. Please contact us:

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The information contained in this guide is of a general nature and specific advice should be sought for specific situations. We believe the information to be correct as at the time of publication, May 2024. While all possible care is taken in the preparation of this leaflet, no responsibility for loss occasioned by any person acting or refraining from acting as a result of the material contained herein can be accepted by the firm or the authors.