



Training sessions

Introduction to employment law for HR managers

This course will cover the following:

- Creating the employment relationship
- Managing discipline for effective people management
- Avoiding unfair dismissal - ending the employment relationship properly and fairly
- Managing sickness absence - the pitfalls and how to avoid them
- Disciplinary policies and procedure
- Avoiding discrimination - diversity, discrimination legislation and tackling bullying and harassment
- Case studies: Group discussion - Factual scenarios - group work and interaction

Menopause in the workplace

In this session we will cover:

What menopause is and why it is important to talk about it – it is no longer a taboo and it needs to be normalised!

- Why menopause is more of a workplace concern now compared to 30 years ago
- The 34 symptoms of menopause
- Helpful tips to manage menopause as an employer
- The cost of menopause-related absence and staff replacement
- Reasonable adjustments, employment law and best practice
- Myth buster

LGBTQ+ supporting employees and handling matters sensitively

In this session we will cover how to support lesbian, gay, bisexual, transgender and transsexual (LGBT) employees and others in the workplace. We will cover:

- How to create an inclusive workplace
- Diversity, inclusion and equality training
- How to overcome potential discrimination in your recruitment process
- Case law update.

What to expect when handling the employment tribunal claim

In this session we will discuss what to expect if you attend an employment tribunal claim as a respondent, including:

- ACAS pre-claim conciliation
- An overview of the tribunal process including preliminary hearings and tribunal orders
- Witness statements and preparation
- The formal process – what to wear, how to address members of the judiciary etc.
- A timeline of the day
- Giving evidence
- Cross examination and re-examination.



A guide to redundancies – getting it right

In this session we will look at:

- The definition of redundancy
- Choosing the selection pool and selection criteria
- The redundancy process
- Termination of employment – statutory redundancy pay and notice pay

A guide to changing terms and conditions of employment

We will cover:

- Why changes might be needed
- Agreeing changes with the workforce
- Imposing unilateral changes
- Dismissal and re-engagement
- Top tips

Employees and mental health

In this session we will cover how to support employees in the workplace experiencing a mental health problem. In particular, we will discuss:

- How to support someone who is experiencing a mental health problem.
- How to conduct a sensitive conversation.
- Making reasonable adjustments.
- How to create a culture that supports mental health.
- How to manage sickness absence
- Case law update.

Unconscious bias

We will cover:

- What is Unconscious Bias?
- How to recognise our natural biases
- How to create a more positive approach to difference

Managing difficult conversations

We will provide practical advice and tips regarding:

- The types of conversations that may be or become difficult
- How to prepare for a difficult conversation
- The importance of addressing difficult issues promptly
- Dos and don'ts
- How to deal with an employee's difficult behaviour.



Domestic abuse in the workplace

This session will cover the following:

- What domestic abuse, coercive control and economic abuse is
- How the Domestic Abuse Act 2021 will change things
- What employers should and can do to support employees who might be subject to abuse
- How to deal with the problem of what employers should do if they employ an abuser

Mental Health training for managers

This training session is aimed at line managers and HR Managers who want to improve their knowledge, skills and confidence in managing their employees' mental health issues and will cover:

- Recognising the signs of mental health issues
- Managing staff with mental ill health
- Types of mental ill health and appropriate support and adjustments
- Avoiding discrimination in recruitment, promotion and employment

Equality Act Training

This seminar will cover the following:

- The importance of understanding discrimination law
- Your role
- Scope of the protection
- The nine protected characteristics
- direct discrimination - discrimination by perception and discrimination by association
- indirect discrimination - justification defence
- harassment
- victimisation
- discrimination arising from disability
- reasonable adjustments
- grievance process
- tribunals and compensation

Flexible and hybrid working

In this session we will cover:

- Flexible working eligibility
- What to do when you receive a flexible working request
- How to respond to a flexible working request – acceptance or rejection
- The statutory grounds for rejecting a flexible working request
- How to deal with an employee's appeal
- Case law
- What is hybrid working
- Statistics
- Advantages vs disadvantages



- What to include in your hybrid working policy
- Implementation and management of the policy

Employers guide to probationary period

In this session, we will cover the key issues to help employers comply with the rights of employees who are in their probationary period, including:

- Terms and conditions during the probationary period, including statutory notice and holiday pay
- Management of the probationary period, e.g. review meetings, training plans, extension of period
- Whether to follow your Disciplinary Policy and Procedure before dismissal for misconduct and/or poor performance
- Potential claims for automatically unfair dismissal and discrimination
- Reasonable adjustments for disabled probationers

Environmental, social and governance training

This seminar will cover the following:

- What is ESG?
- Why does it matter to HR?
- Social governance due to world events and high-profile cases
- Increased interest in a company's ESG credentials
- Impact on key HR functions
- Recruitment
- Creating and embedding an ethical culture
- Managing relationships and working conditions

Sickness absence management

This seminar will cover the following:

- Short term absence management
- Long term absence management
- Sickness absence monitoring
- When to obtain medical evidence
- The importance of a sickness absence policy
- Sickness absence meetings
- Dismissals
- Case studies



Transgender workers

This seminar will cover the following:

- Creating an inclusive workplace
- Promoting inclusion in the workplace
- Transgender equality policy
- Discrimination
- Case law update
- Equality Act refresher
- Case studies

Equality and diversity: Anticipating reasonable adjustments

This seminar will cover the following:

- What is 'disability'?
- What is a 'reasonable adjustment'?
- How to know what adjustments are needed
- The cost of getting it wrong
- Challenges for employers
- Common reasonable adjustments

What employers need to know about suicide prevention

This seminar will cover the following:

- Why is suicide a workplace issue?
- Recognise the signs of suicidal thoughts and ideation
- Responding to suicide risk
- Managing a suicidal conversation sensitively and effectively
- Creating a positive culture for mental wellbeing
- Signposting
- Support after suicide