

**Essentials of employment law  
(a two-part workshop delivered over two days)**

**Wednesday 5 and Wednesday 12 May 2021**

The target audience is HR professionals or administrators (particularly those new to HR), academic and operational line managers, new heads of department, and anyone who may value a 'refresher' course in the legal aspects of employing and managing staff.

The workshop will combine PowerPoint presentations with a wide variety of practical case studies, quizzes and polls to ensure inter-action and engagement.

**Programme**

**Part 1 – Wednesday 5 May**

- 10.00** Welcome and introduction.  
Opening quiz: Some employment law myths.  
Qualifying for rights; Contracts of employment; Employment v self-employment.  
Break  
Unfair dismissal; Rights to representation; Changing contracts; Time-off rights.  
A concise guide to individual employment rights.
- 12.00** Lunch break
- 13.00** Equal opportunities; Direct v indirect discrimination; Flexible working; Interviews.  
Break  
Harassment; Bullying at work; Family/parental rights; Disability; Equal Pay.
- 15.00** Summary and questions.

**Part 2 – Wednesday 12 May**

- 10.00** Opening quiz: More employment law myths.  
Redundancy (including selection criteria and consultations). Re-organisations;  
Transfers of undertakings.  
Break  
Fixed-term and part-time employees' rights; Ill-health; Investigations.
- 12.00** Lunch break
- 13.00** Collective rights; Union recognition; Industrial action; 'Whistleblowing'.  
Break  
Settling claims/disputes; Data protection; Current & future developments  
(including Covid-19 issues and homeworking).
- 15.00** Summary and questions