

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

Tuesday 21 and Wednesday 22 June 2022

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 interaction and engagement.

Programme

Part 1 – Tuesday 21 June

- 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 22 June

- 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