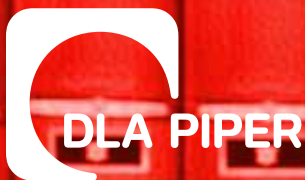


MULTIPLE DELEGATE DISCOUNTS AVAILABLE – SEE BACK PAGE FOR DETAILS



ADVANCE

London
3 March 2015
20 October 2015

Manchester
22 April 2015
26 November 2015

EMPLOYMENT LAW IN A NUTSHELL

“Really useful course, puts work practices into a legal context”

Toyota Motor Manufacturing (UK) Ltd

This one-day intensive programme covers the essential areas of employment law you need to know about in order to help protect your organisation from potential risks and claims, and to ensure best practice.

SUITABLE FOR:

- HR and Personnel Professionals
- Operational and Line-Managers
- Employee Relations Advisors
- Equality Advisors
- In-house Lawyers



ENQUIRIES HOTLINE 0161 235 4545
WWW.DLAPIPER.COM/ADVANCE



EMPLOYMENT LAW IN A NUTSHELL

Employment law is a complex subject and all those with managerial responsibility must have a basic understanding of the law. This popular one-day course has been running for over ten years, giving both HR and non-HR professionals alike a detailed overview of employment law and what it means in practice.

PROGRAMME AIMS AND BENEFITS

Employment contracts, discipline, sex, race, age and disability discrimination together with employee rights and health and safety responsibilities represent the core areas where the law affects the work of human resources professionals and line managers alike.

This one-day programme will provide you with a working knowledge of the essential areas of employment law you need for your business to ensure it is adequately protected.

With so many changes in employment law, keeping in touch with these core areas of risk is now more important than ever.

TRAINERS

Mary Clarke Consultant, Employment Law, DLA Piper

Mary acts as senior adviser for several major employers on all aspects of employment law. She specialises in employment contract variations and workforce involvement, TUPE transfers and discrimination issues. She regularly conducts in-company training programmes for HR, line and operational management and is a very experienced employment law trainer.

Elizabeth Miller Consultant, DLA Piper

Elizabeth qualified as a lawyer in 2001. She was a lawyer with DLA Piper until 2005. Elizabeth has lectured for John Moores University and is a regular trainer for Advance external and in-company training courses.

Carlene Nicol Associate, DLA Piper

Carlene is a solicitor in DLA Piper's London office. She advises employers on a full range of employment and HR issues including Employment Tribunal litigation involving unfair dismissal, discrimination and whistleblowing. Carlene has wide experience of international transactional projects and regularly advises multi-national clients on redundancies and TUPE transfers.

**DLA
Piper –
the firm**

Employment

DLA Piper's Employment group is a market leading global practice with a strong reputation for delivering solutions-based advice and supporting clients in the day-to-day management of their people legal issues and risk. It includes more than 300 specialist lawyers, 100 of which are based in the UK, who work on a strategic and operational level on both contentious and non-contentious matters across the corporate sector. The group advises on all areas of employment law, business and group reorganisations, trade union and employee relations, discrimination and diversity management, global mobility and data privacy.

Our Pensions and Benefits team is a leading advisory practice advising employers on all aspects of pension scheme regulation, management and restructuring. We also have considerable experience of risk reduction measures, including investment strategies and asset backing funding structures. We also have expertise in creating and advising on short and long term compensation arrangements, share-based incentive arrangements, employee benefit and equity incentive plans that comply with the complex and rapidly changing rules of tax, pensions, employment laws.

PROGRAMME

Recruitment and Selection

- Five Golden Rules
- Defining the Job Role
- Interviewing and Selection

Contracts of Employment

- Forming a contract
- Defining the terms
- Implied and Statutory Terms
- Variation of contract
- Claims for breach of contract

Disciplinary Procedures

- ACAS Code of Practice
- The purpose of disciplinary and appeals procedures
- Procedures and the contract
- Importance of following procedures
- Statutory right to accompaniment
- Importance of following every step in the procedure
- Distinguishing between misconduct and gross misconduct
- When to suspend and the suspension process

Grievance

- What is a grievance?
- How to deal with aggrieved employees
- Constructive dismissal

Key Employment Changes

- Tribunal fees
- ACAS early consultation
- Settlement agreements

Unfair Dismissal

- Dismissal
- Who qualifies?
- Reason for dismissal
- Special protection
- Dismissal – five fair reasons



WHAT OUR DELEGATES SAY

The course was an excellent overview of employment legislation with the opportunity to ask direct questions

Stenic Business Solutions Ltd

Having a smaller group was great as it enabled some good discussions to take place
Hellermann Tyton

London
3 March 2015
20 October 2015

Manchester
22 April 2015
26 November 2015

IN-COMPANY TRAINING

As well as being the leading provider of public employment law training, Advance can deliver bespoke courses for your organisation following consultation about your actual training needs. In-company training is not only more cost effective to your organisation, it enables flexibility in terms of date, location and exact subject matter. The training is tailor-made to your organisation, using your own policies and basing case studies on situations relevant to your organisation and focusing on your key areas of concern. Since most of our trainers are practising lawyers, a key benefit unique to Advance is on-the-spot legal knowledge. In-company training assignments might be a one-day workshop focusing on a specific area of employment law through to multi-day delivery when we may provide an intensive course covering points of law and case law for board members and senior HR Managers and then provide cascade training on a more practical basis to line managers and other employees to give them the ability to understand new procedures, when to use them and the legal rationale behind them.

1 PHONE US WITH YOUR REQUIREMENTS

Rachel Cook on 0161 235 4562. We will discuss with you what type of training you require, how we could best deliver such training in your organisation, a price and how to proceed.

2 RECEIVE A TAILOR-MADE PROGRAMME


Rachel will then decide upon an appropriate trainer for your needs taking into account your organisation and the type of training you need. We will then work with this trainer to draft a programme specifically tailored for you along with a detailed proposal. You are not obliged at this stage to proceed with the training.

3 DECIDE TO PROCEED

If you wish to proceed we will prepare the supporting coursebook and materials and the precise content of the programme based on your company's policies, procedures and development requirements. You can have as much or as little input at this stage as you choose.

Organisations we have trained recently include: Cumbria County Council, Kerry Foods, Landmarc, Magnox South Limited, National Maritime Museum, Nationwide Building Society, New Balance Athletic Shoes (UK) Ltd, Postal Services Commission, Plus Dane Group, Provide, RPMI Limited, R R Donnelley Global Document Solutions, Sefton Council, Scottish Natural Heritage, Southport College, South Western Ambulance Service, Tata Global Beverages, University of Sheffield and Xchanging.

 **ENQUIRIES HOTLINE**
0161 235 4545

 **WWW.DLAPIPER.COM/ADVANCE**

Performance and Absence

- Capability
- Misconduct and discipline
- Types of disciplinary action
- Sickiness
 - Short term
 - Long term
- Managing poor performance
- Dealing with difficult employees

Redundancy

- Definition
- Consultation
- Individual and collective
- Representation
- Recent case law on the inclusion of 'one establishment' in redundancy definition
- Notification on form HR1
- Alternative employment

Sex and Race Discrimination

- Who is covered?
- Understanding discrimination law
- Managing tribunal claims
- Cases of discrimination and lessons to be learned

Disability and Stress

- Definition of a 'disabled person'
- The duty to make work adjustments
- Remedies
- Stress-related claims

Equal Treatment Directive/Religion/Belief/Sexual Orientation/Age

- Religion
- Recent case law on the meaning of belief
- Sexual orientation
- Age
- Impact of the Equality Act

Discriminatory Acts

- Direct or indirect discrimination
- Victimisation to Employers
- Harassment and bullying
- Employers liability
- Remedies
- Impact of the Equality Act

Stress Illnesses and Disability

- Health and safety legislation
- Common law
- Management action
- Stress
- Constructive dismissal
- Disability
 - Definition of a 'disabled person'
 - The duty to make work adjustments

Family Friendly Policies/Issues

- Maternity rights
- Paternity leave
- Adoption leave
- Carers leave
- Adoption leave and statutory adoption pay
- Right to return to work
- Right to request flexible working
- Shared parental leave
- Surrogacy

Other issues

- Part-time/fixed term
- Equal pay
- Whistleblowers
- Agency workers

About Advance

Advance provides training programmes to help senior executives and operational managers increase their understanding of how legislation affects the way they manage their business. Our seminar-style programmes are interactive, covering the practical impacts of current and future legislation and case decisions.

For more information visit
www.dlapiper.com/advance

Direct line for booking enquiries please call **Rachel Cook** on
0161 235 4545

Coursebook for sale

Our coursebooks are prepared for each programme and are praised for the quality and the practical information they contain.

Copies can be purchased for £150 including postage and packaging.

To order please complete back page. Your book will be mailed on receipt of payment and after the programme has taken place.

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EASY WAYS TO BOOK

FAX 0161 235 4505

PHONE ENQUIRIES / CREDIT CARD BOOKINGS

Call **Rachel Cook** on **0161 235 4545** or, alternatively, call National Number **08700 111 111** and ask for Advance.

NOTE To confirm your booking, please complete this form and send it to the postal address below.

POST Please send this booking form or a photocopy, together with your cheque or purchase order number, to **Rachel Cook** at Advance 101 Barbirolli Square, Manchester M2 3DL.

EMAIL advance@dlapiper.com

DX 14304 Manchester

DATES AND VENUES

LONDON 3 March 2015, 20 October 2015

DLA Piper, London, 3 Noble Street, London EC2V 7EE

Tel: 020 7796 6017 Fax: 0161 235 4505

Nearest Tube: Moorgate, St Paul's or Barbican

MANCHESTER 22 April 2015, 26 November 2015

DLA Piper, Manchester, 101 Barbirolli Square, Manchester, M2 3DL

Tel: 0161 235 4562 Fax: 0161 235 4505

If you do not receive joining instructions confirming timings and venue one week prior to the conference, please contact us.

FEES The delegate fee includes a comprehensive course book, lunch and refreshment breaks.

1ST DELEGATE	£489.00 (PLUS £97.80 VAT)	£586.80
2ND DELEGATE	£350.00 (PLUS £70.00 VAT)	£420.00
3RD DELEGATE	£300.00 (PLUS £60.00 VAT)	£360.00

EARLY BOOKING DISCOUNTS

A discount is available for bookings received 2 months prior to the date of the course.

1ST DELEGATE	£469.00 (PLUS £93.80 VAT)	£562.80
2ND DELEGATE	£335.00 (PLUS £67.00 VAT)	£402.00
3RD DELEGATE	£235.00 (PLUS £47.00 VAT)	£282.00

Unless by prior agreement, payments have to be made before the programme takes place. Bookings will be acknowledged with a VAT receipt and joining instructions.

NOTES

CONTINUING PROFESSIONAL DEVELOPMENT This programme is suitable for HR and Personnel Professional Development and 6 CPD hours are available.

CANCELLATIONS, SUBSTITUTIONS AND TRANSFERS If you are not able to attend, you may send a substitute. However, a refund cannot be made for cancellations received less than 20 working days before the course is scheduled to take place. There is a fee to cover travel and administration expenses for delegates transferring to another programme and for cancellations received more than 20 working days before the course start date.

DATABASE Your details will be held on the DLA Piper database. If you would like to be removed please contact Advance 101 Barbirolli Square, Manchester M2 3DL.

There may be occasions when changes in programme content, speakers, timing and location have to be made for reasons outside our control. We maintain the right to decline bookings if they are not in line with course training objectives.



CONFERENCE DATES Please tick one. (Please photocopy this form for additional delegates.)

- 3 March 2015 London 22 April 2015, Manchester
 20 October 2015, London 26 November 2015, Manchester
 I am unable to attend but would like to purchase the documentation for £150

DELEGATE INFORMATION

DELEGATE 1 Title _____ First name _____ Last name _____

Position _____

Company or organisation _____

Address _____

Postcode _____

Tel _____ Fax _____

Email _____

Please indicate any dietary or other special needs _____

DELEGATE 2 Title _____ First name _____ Last name _____

Position _____

Company or organisation _____

Address _____

Postcode _____

Tel _____ Fax _____

Email _____

Please indicate any dietary or other special needs _____

DELEGATE 3 Title _____ First name _____ Last name _____

Position _____

Company or organisation _____

Address _____

Postcode _____

Tel _____ Fax _____

Email _____

Please indicate any dietary or other special needs _____

Please tick here if you do not want to receive mailings from other organisations



PAYMENT METHOD Please choose 1, 2, 3 or 4

1 Cheque. Make cheques payable to DLA Piper

Enclosed is my cheque for £

2 Invoice

My purchase order number is (if applicable)

3 Credit card  

Please ring 0161 235 4545 with your credit card details

4 Bankers draft

I wish to pay by bankers transfer, and will also send a copy of this form to **Rachel Cook** at Advance 101 Barbirolli Square, Manchester M2 3DL.

Account DLA Piper **Account no.** 39115712 **Sort code** 01 05 31

Bank NatWest, Spinningfields Square, 182 Deansgate, Manchester M3 3LY

Quoting 362643.2238 (03/03/15) or 362643.2231 (22/04/15) or 362643.2232 (20/10/15) or 362643.2233 (26/11/15)