



Training and Workshops

The Need for Employment Law Training

We all see, from time to time, headline grabbing awards of compensation to employees in respect of sexual harassment or other forms of discrimination. However, many cases do not hit the headlines. Whether headline grabbing or not, an Employment Tribunal claim will be a drain on your management time, and will potentially be very costly. What can Employers do to protect themselves against such claims and minimise the risks?

Part of the answer lies in being able to demonstrate that your organisation has in place proper policies and procedures to deal with key matters such as the investigation of potential staff misconduct cases, disciplinarys and dismissals, formal complaints from employees, and equal opportunities. Further, the law now stipulates that organisations must follow set procedures when taking disciplinary action against employees, or when dealing with complaints or grievances from staff.

However, having the correct policies and procedures in place is only part of the answer. These documents often end up "sitting on shelves and gathering dust", which serves little purpose. They should be used as an effective management tool to assist managers in dealing with staff and also be a first point of reference for employees.

Experience demonstrates that unless key staff are trained in the use of such policies and procedures, these documents are ineffective and the risk of claims remains. Not only this, but in our experience practical and focused training in this area enables an organisation to use its internal procedures to effectively manage its workforce and achieve defined business goals.

Training can:-

- Assist key staff in identifying problems at an earlier stage and identify appropriate actions to take
- Reduce "wasted" management time
- Stop issues escalating
- Provide consistency across the business
- Give managers confidence
- Contribute to the achievement of business goals
- Help minimise the risk of successful employment law claims

Our Training expertise

We regularly undertake training for our clients and our aim is to enable attendees to learn in a practical, informative and enjoyable way. Question and answer sessions and general group discussion facilitates attendee involvement and understanding. The training sessions can involve training on a specific issue, for example, new legislation (e.g. changes to discrimination legislation and its effect on the business) or issues specific to the client (e.g. how to deal with disciplinary matters on a day to day basis). We can devise a tailor made training programme to take account of your specific requirements.

Examples of the training we have provided include:-

- A residential training course for approximately sixty managers entitled "All you need to know about employment law". The sessions dealt with a wide range of issues from basic contractual principles through to how to deal with trade union involvement and how to deal with changes from public sector to private ownership;

- A seminar presented jointly with the client entitled “Disciplinary Proceedings”. This focused on the new disciplinary procedure that was being introduced, how the procedure could be used as an effective management tool, and a review of Employment Tribunal case studies to demonstrate the “costs of getting it wrong”.
- We host regular seminars for the firm’s clients. Everyone in the team participates. The most recent event focused on managing staff through the current recession. The seminar provided information on some of the key decisions and changes in legislation relevant in today’s climate. Topics included discipline, dismissal & grievance, managing sickness, redundancy and data protection.

Why our training is different

We can provide training on all aspects of employment law with the main emphasis being on the practical and commercial implications of the topic in question. We focus on the issues that you consider to be important to your organisation which can be specifically tailored to the needs of the business. Our training is delivered by qualified employment lawyers.

Before we start to prepare any training, we will meet with you to discuss your specific requirements so that we can make relevant suggestions. As a result of the initial discussion we can design a training programme that is informative, cost effective and beneficial to attendees.

Our training is always prepared with an aim to deliver simple and clear messages to our clients, in practical sessions. We seek to engage the audience by using relevant and tailored case studies, role plays and handouts. Feedback from recent training events has included “extremely helpful” and “all aspects of the training were useful”.

We see the purpose of our training sessions as highlighting the key issues and the practical steps employers and managers can implement to achieve business aims and protect their business. We do not expect all attendees to become “employment lawyers” but they should leave our training sessions with a basic understanding of the main principles, and critically have gained the essential skills to enable them to identify when there is a problem, how to manage that problem and when it may be appropriate to seek expert guidance.

We are always happy to answer questions during our training sessions and provide information that can be used for future reference. Once the training is complete we liaise with our clients and obtain as much feedback as possible, as this helps us to “fine tune” our skills as an employment law training provider.

Suggested areas for training:

Some of the typical training packages which you may like to consider are:

- The Pitfalls of Staff Recruitment
- Managing Poor Performance
- Managing Sickness Absences
- Disciplinary, Dismissal and Grievance issues
- Equal Opportunities and harassment claims

We will discuss with you the appropriate way to deliver the training and always ensure that the training is interactive, with simple key messages, and a practical approach. We can tailor the training to the needs of your staff and discuss with you which of your key staff and managers would be most appropriate to attend. We are also happy to provide our training in conjunction with your business or other training providers.

For advice or further information about how we can help you please contact:-

Alison Loveday, Head of Employment
t: 0161 833 9211 or e: alisonl@berg.co.uk

Berg Legal, 35 Peter Street, Manchester, M2 5BG.

t: 0161 833 9211. f: 0161 834 5566. w: www.berg.co.uk

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