

Employment LAW TRAINING



COURSES MENU

This range of courses has been put together with both owner managers and HR professionals in mind. The content of each course reflects our no nonsense approach and will include practical examples where appropriate. Our aim is to equip you with a sound basic knowledge of each topic, which you can apply in your day to day work.

Each course can be run exclusively for one business or on a shared basis when sufficient numbers have expressed an interest.

Who we are

Sherbornes are a Gloucestershire based team of Employment and Commercial Law specialists.

We act for employers and employees and offer all of our clients unrivalled expertise and experience, clear uncomplicated advice and a proven track record of success.

We pride ourselves on offering no nonsense legal advice and our stance is always to enable you to do what you want to do.

That's what sets us apart.

How it works

We offer a variety of courses in three major categories.

- ◆ Handling difficult & sensitive issues
- ◆ Employing people
- ◆ Processes & procedures made easy

You can read all about what each course has to offer and what you will get out of it. You may already be able to identify which course would be most beneficial to you.

If not, then why not contact us and ask us to carry out a review of your current Employment Law position. This will highlight any deficiencies, quick fixes that may be required and which course might be best for you.

How much?

This depends on whether you want a bespoke or shared course, the duration, venue and any catering or materials that may be required.

Contact us with your requirements and we can let you have a cost and available dates.

Get in touch

To book a course or to request a FREE no obligation review, please call us on 01242 250039 or email us - reception@sherborneslaw.co.uk

Handling Difficult & Sensitive Issues

Absence / Sickness

Management

Absences and sickness are an inevitability in any business. How though can you minimise the impact of these on your business and what are your rights when it comes to managing these situations. This course will equip you to handle these situations in a professional manner but equally make it clear that only genuine cases will be tolerated.

Handling Difficult Employees

Is there somebody within your business or organisation that is a disruptive or negative influence on those around them? Such a situation can be very damaging to a business with a widespread effect on other employees and their productivity. This course will equip you with the knowledge and tactics to handle this situation head on and bring it a positive conclusion one way or another.

Discipline and Grievance

Most of us will have faced a situation where we are either having to discipline someone or respond to a grievance. How well did you handle the situation or could the outcome have been better? This highly practical course will equip you with the skills and a step by step guide to positively deal with discipline cases and grievances.

Discrimination

This course look at what discrimination is in a workplace environment and will highlight the steps you can take to try and ensure that you are not facing any claims against you on the grounds of discrimination. The practical approach that will be shared with you on this course is based upon years of experience of discrimination cases, many of which could have been avoided had the right steps been taken.

Dismissing Difficult Employees

Despite your best efforts to resolve matters, you have reached a point where the only sensible course of action is to dismiss a difficult employee/s. This course will show you how best to go about this in a highly practical manner to avoid unnecessary disruption to the business and to minimise the possibility of legal problems further down the road.

Constructive Dismissal

Constructive Dismissal is where an employer is deemed to have forced an employee to leave their job because of their actions. Changes in hours or practices, demotion or a cut in pay or failure to tackle bullying or harassment can all be cited as reasons for Constructive Dismissal. This course will show you how to minimise the chances of one of your employees making a Constructive Dismissal case and how to handle such a case should you find yourself in this situation.

Employing People

Contracts and Terms & Conditions

Are all your contracts and terms and conditions as robust and “fit for purpose” as they should be?

This course will equip you with a sound understanding of the essential elements and the importance of building flexibility into policies and contractual documentation. You will understand the need to make a strong business case for any change which affects employee contracts and you will benefit from guidance on the practical issues to be taken into account when drafting or amending contracts.

Equality, Diversity & the Equality Act 2010

In this course, we cover all of the essentials of Equality and Diversity that businesses and organisations need to be aware of. You will learn about the different types of discrimination – supported by practical examples and we will highlight the changes brought in under the Equality Act. We will equip you with the knowledge you need to adopt best practice in this area.



“Practical, commercial, a good communicator, experienced, problem solver are all essential characteristics of a good employment solicitor. Sherbornes Team have all of these in abundance.”

Chris, Finance Director

Employing People:

A Practical Introduction

Whether your employing staff for the first time or perhaps your business has grown quickly and not all the right employment law practices are in place, then this course could be just right for you. You will receive a practical overview of all your responsibilities when it comes.

Trade union recognition

The decline of trade unions means that many business owners and HR professionals have little knowledge of working with it. However, union recognition is now on the increase and this practical course will show you how to effectively work with them. You will learn all about the extensive rights that union members and their representatives have in the workplace.

Employment Law Updates

Despite your role in the business, it can be difficult to keep up to date with all of the important employment law changes and cases that can have a profound effect on your business. This course will run through all of the changes that have happened over the last year as well as take a look at the changes on the horizon that you need to be taking into consideration.

Processes & Procedures Made Easy

Performance Management

Dealing with an under-performing employee can be fraught with difficulty if mishandled. Making a wrong move can make it difficult to remove an employee without complications, if this is the end result. This course will provide you a practical guide on how best to approach performance management and achieve your desired result with the minimum of inconvenience to the business.

Effective Redundancy Process

In the life of any business, it can be necessary to make people redundant. You will want to tackle this compassionately, fairly and without falling foul of employment law. This course will show you the processes and procedures you need to adopt to achieve your end goal.

Reorganisation, Restructuring and Redundancy

If your business is about to go through a re-organisation, restructuring or redundancy you will want to do everything you can to achieve this as smoothly as possible. Topics covered will include contract changes, redundancy law and individual / collective consultation requirements. The right processes and procedures can help you achieve this aim and this course will show you how to put these in place.

Misconduct

The consequences of badly handling a misconduct case can be disruptive and costly. This course will equip you with a step by step approach to handling a misconduct

TUPE: Transfer of

Undertakings

If your business ownership is changing or you are acquiring a business yourself, then you need to understand that the employees affected may be protected under the Transfer of Undertakings (Protection of Employment) regulations (TUPE).

This practical course will show you the processes and procedures to adopt when TUPE applies. You will understand the various stages of a business transfer, be able to interpret the requirements of the TUPE regulations, understand employee rights and your obligations as an employer.

Employment and Business Law Specialists

No nonsense, straight talking,
practical advice.

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