

# 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 unfair dismissal, 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, disciplinaries and dismissals, formal complaints from employees, and equal opportunities. Further, the law now stipulates that organisations face additional financial penalties if they do not follow set procedures when taking disciplinary action against employees, or when dealing with formal complaints from staff.

However, having the correct policies and procedures in place is only part of the answer.

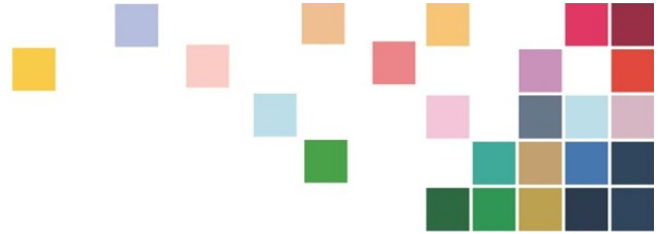
Experience demonstrates that unless key staff are trained in the use of such policies and procedures, the policies and procedures are ineffective and the risk of claims remains. Not only this, but in our experience practical and effective training in this area enables an organisation to use its internal procedures as a proper "management tool" to achieve business goals.

Training can:-

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

## 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. The training sessions can involve training on a specific issue (for example, new legislation) or issues specific to the client (e.g. how your business should deal with disciplinary matters on a day to day basis). We can devise a tailor made training programme depending upon your specific requirements.



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Examples of the training we have provided include:-

- 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 effectively harmonise public sector terms and conditions of employment in the private sector;
- seminar jointly presented 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 real Employment Tribunal case studies to demonstrate the "costs of getting it wrong".

We also host regular seminar programmes for our clients, in which everyone in our employment team participates. Recent events focused on managing staff through the recession, age discrimination and an update on the "changing workplace" (which included a discussion on stress at work, computer misuse at work and health and safety issues).

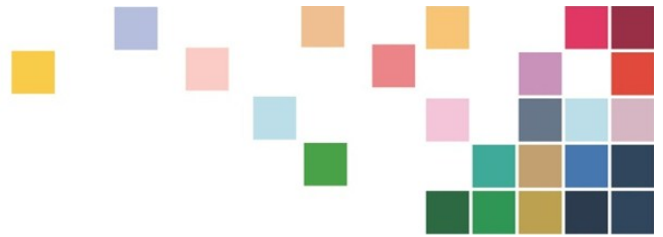
## Why our training is different

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. Our training is delivered by qualified employment lawyers.

Before we start to prepare any bespoke 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, as appropriate.

We see the purpose of our training sessions as highlighting the key issues and the practical steps employers and managers can implement to promote 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 the situation and when it may be appropriate to seek expert guidance.



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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 about the training, as this helps us to “fine tune” our skills as an employment law training provider.

## Suggested areas for training:

We can meet with you to discuss your requirements.

Typical training packages which you may like to consider may be in the following areas:-

- ⇒ The pitfalls of staff recruitment
- ⇒ Managing poor performance
- ⇒ Managing sickness absences
- ⇒ Dealing with disciplinaries and grievances
- ⇒ Equal opportunities, including dealing with 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 need to attend.

For further information about the training we can provide,  
please contact **Alison Loveday** at [alisonl@berg.co.uk](mailto:alisonl@berg.co.uk)  
or by telephone on **0161 833 9211**.

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