

EMPLOYMENT LAW UPDATE

Ensuring you're on top of things like...

- The Good Work Plan
- IR35
- Recent case law and how it affects you
- Developments on the horizon and how to get ahead

DATA PROTECTION

*Providing the tools, skills and
knowledge to maintain compliance...*

- Understanding the eight data protection principles
- Greater risks - ICO fines and audits
- Understanding the data you hold and your justification
- Areas of weakness and vulnerability
- Importance of impact assessments
- Different data roles
- Tools needed to get it right

BETTER BANTER

*Still having fun but setting the right
tone...*

- Humour vs harassment - when does 'banter' cross the line?
- Different forms - email, social media, texts...
- What's the problem and what are the risks?
- Behaviour inside and outside work
- Understanding protected characteristics
- What is bullying?
- Dealing with issues when they arise
- Maintaining a fun, engaging and inclusive environment

DRIVING PERFORMANCE

Developing high performing teams...

- Importance of probationary discussions
- On-track conversations
- Immediate improvement discussions
- Radical candour
- Spotting issues early
- Driving performance under two years
- Objective setting

MANAGING SICKNESS ABSENCE

Reducing duvet days...

- Reducing the cost of absence
- Approach to long and short term absences
- How to use medical advice and ensure you're asking the right questions
- Obtaining consent and handling the withholding of it
- Dealing with employees 'too stressed to attend'
- The law around disabilities
- Making reasonable adjustments

CONDUCTING AN EFFECTIVE INVESTIGATION

The backbone of any formal employment process...

- Managing gossip and maintaining confidentiality
- Dealing with suspensions and avoiding potential pitfalls
- Ensuring HR advice doesn't 'cross the line'
- Managing reluctant witnesses and conflicting evidence
- What to note and whether to avoid recordings
- Reaching a decision and writing a report



**MANAGING THE
DISCIPLINARY
PROCESS**

Maintaining control...

- A fair outcome - the band of reasonable responses
- When dismissal can be justified
- Appeals, re-hearings and vanishing dismissals
- Overlapping grievance and disciplinary issues
- Demotions and termination agreements



**EMPLOYMENT
LAW
MASTERCLASS**

*Getting to grips with complex
employment law issues...*

- **Employment status:** assessing your workforce and the cost of getting it wrong
- **Decoding employment contracts:** protecting your business and securing value
- **Changing contract terms:** consultation, challenges and forcing through changes
- **TUPE:** when does it apply, what's protected and dealing with inherited contract terms

- **Sizing tribunal claims:** what a good deal looks like and strengthening your position
- **Restructures:** managing a restructure and keeping control of redundancies
- **Diversity and inclusion:** discrimination claims and a post #MeToo environment
- **Whistleblowing:** when protection triggers and dealing with 'bad faith' allegations

The above Employment Law Masterclass content would be covered across two sessions.



OUR FEES

*For in-house sessions at your
premises...*

Half-day - £1100

Full-day - £2000

All fees quoted are exclusive of VAT and disbursements.