

effective employment practices...

TAKING THE PRACTICAL STEPS

Discipline and dismissal - get it right

8th March 2001

Set and maintain standards in the workplace and improve performance. Know the essential law behind discipline and dismissal. Be able to conduct a fair disciplinary hearing. Know when and how to dismiss. Minimise the dangers of flawed dismissals and exposure to tribunal claims.

Recognise, work and negotiate with Trade Unions

5th April 2001

Know how to recognise a trade union. Understand Trade Union interests and typical philosophies. Develop and nurture healthy relationships with shop stewards and trade union officials to mutual advantage. Be able to negotiate effectively in an industrial relations context.

Solve absence problems

3rd May 2001

Know the costs of absence. Take telephone calls from sick employees appropriately. Carry out effective return to work interviews. Know the essential law behind capability and ill health dismissals. Be able to plan an effective course of action, leading to fair termination of employment where necessary. Minimise the risk of claims for disability discrimination or unfair dismissal.

Navigate the latest legal minefields

31st May 2001

Employment legislation is constantly changing. Get updated on the latest amendments. Prepare for impending changes. Assess the implications of recent, current and impending legislation. Develop appropriate responses. Reduce exposure to regulatory action, damage, injury and other tribunal claims.

Increase influence - finance for personnel managers

28th June 2001

Stay switched on when financial jargon enters the meeting. Be part of the management team; understand budgets, margins and all! Convert your ideas into cost benefits. Then argue your ideas on a financial platform. No prior knowledge needed.

Selection, selection and selection

25th July 2001

Recruiting in today's tight labour markets means fewer candidates. So effective selection needs all the skills in your armoury. Know how to identify your recruitment markets. Gain ideas for new ones. Word advertisements to attract the best applicants. Be able to choose the best candidate, using up to date techniques to structure interviews, to improve your success rates and to boost your reputation. Learn how to appoint and retain your new employees.

Employment Tribunal visits - Manchester

27th March or 17th May 2001

Personnel Managers: increase your credibility by seeing how an Employment Tribunal is conducted. Supervisors and line managers: feel confident to handle disciplinary matters; understand the care required in preparation and recording. Let your first (and ideally only) visit to a Tribunal be as an observer.

Guaranteed
Training!...

Send a delegate to any workshop and if they, or you, cannot identify at least one tangible benefit that they can realistically achieve in their workplace - we will return the cost of the workshop.