



Employment law training designed for your organisation



MANAGING THE EMPLOYEE LIFELINE COURSE

Torque Law's hands-on and interactive employment law training course guides managers and leaders through the tricky employment law issues from recruitment to end of the employment relationship and all stages in between.

Take advantage of the expertise of Torque Law's specialist employment solicitors, and using practical scenarios and interactive exercises, delegates will gain essential knowledge and skills to handle a range of employment situations with increased confidence. There will also be ample opportunity for networking.

"Torque Law's HR training has been hugely beneficial in developing the skills of our senior people and reducing our business risk. Giving us confidence in our decisions, helping us avoid potential pitfalls and ensuring positives HR development and practice."

Finance Director, Lithos Consulting Ltd

It pays to strengthen your position with our employment law team

- When:** Full day training dates TBC subject to lockdown restrictions
In-house training over two half-day sessions can be provided virtually
- Time:** 9.00 until 4.30
- Where:** York
- Details:** Please see reverse for a course breakdown
- Cost:** £395 plus VAT per delegate, to include lunch
- To book:** Either call **01904 437680** or email info@torquelaw.co.uk

Delegates will be awarded a certificate of completion

"Perfectly pitched training and a real culture of care ensure Torque Law stand out as highly valued professional colleagues who we are very happy to recommend"

Head of HR, York College



COURSE BREAKDOWN

Morning

Recruitment:	adverts, shortlisting, interviewing and vetting, job offers
Discrimination under the Equality Act 2010:	protected characteristics, types of discrimination, defences and justification for discrimination, protection for non-employees, liabilities for employers and employees
Harassment and bullying:	harassment claims under the Equality Act 2010, other allegations of bullying, potential civil and criminal claims and compensation
Whistleblowing	recognising a protected disclosure, employers' responsibilities, dealing with disclosures, potential liabilities
Absence management and mental health:	managing absence fairly, managing the return to work, using medical reports, reasonable adjustments

Afternoon

Performance & conduct management and disciplinaries:	avoiding an unfair dismissal, ACAS code of practice, setting performance and conduct expectations, performance and conduct procedural steps, performance and conduct outcomes and sanctions, tricky disciplinary issues
Grievances:	informal and formal procedures, investigations, hearings and appeals, thorny issues
GDPR for employers	GDPR terminology, common types and sources of employee data, employee obligations, employer obligations
Employment tribunals:	types of claim, liabilities for companies and individuals, disclosure in the Employment Tribunal, remedies - compensation; re-instatement or re-engagement; declarations and recommendations, fees and costs
Ending the employment relationship:	avoiding Employment Tribunal claims, protected and "without prejudice" conversations, settlement agreements

"Tiggy and Emma's no-nonsense approach builds confidence and has given our team the tools they need to manage the day-to-day challenges in this ever-changing field"
Operations Director, Ellis Patents