



## COURSE BREAKDOWN

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### Morning

Recruitment:	advertises, 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, data subject access requests
Employment tribunals:	types of claim, liabilities for companies and individuals, disclosure in the Employment Tribunal, financial and non-financial outcomes, fees and costs
Ending the employment relationship:	avoiding Employment Tribunal claims, protected and "without prejudice" conversations, settlement agreements