



Employment law training designed for line managers and those with responsibility for HR



MANAGING THE EMPLOYEE LIFELINE COURSE 2022

Torque Law's hands-on and interactive employment law training course guides managers and leaders through the sensitive and high stakes 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 and discussion.

"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

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- When:** 27 or 29 September 2022 (TBC)
- Time:** 9.30am - 4pm
- Where:** York Marriott Hotel
- Details:** Please see reverse for a course breakdown
- Cost:** £395 plus VAT per delegate
- To book:** Either call 01904 437680 or email michelle.smith@torquelaw.co.uk

Delegates will be awarded a certificate of completion

Our Managing the Employee Lifeline course is also available (in full or part) as an in-house training course. Please get in touch for details and to discuss timings.

"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



Part One

Recruitment and employment documents:	recruitment processes and job offers; contracts, handbooks, and privacy notices
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
Absence management and mental health:	managing absence fairly, managing the return to work, using medical reports, reasonable adjustments

Part Two

Introduction to unfair dismissal law:	avoiding unfair dismissal claims, ACAS code of practice
Performance & conduct management and disciplinaries:	setting performance and conduct expectations, performance and conduct procedural steps, performance and conduct outcomes and sanctions, tricky disciplinary issues
Absence management and mental health:	managing absence fairly, managing the return to work, using medical reports, reasonable adjustments
Grievances:	informal and formal procedures, investigations, hearings and appeals, thorny issues
Ending the employment relationship:	protected and "without prejudice" conversations, settlement agreements

It pays to strengthen your position with our employment law team

"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