

SPRING EMPLOYMENT LAW & PEOPLE MANAGEMENT SHORT COURSES

2018



NIGEL FRENCH
& ASSOCIATES LTD

EMPLOYMENT LAW & HUMAN RESOURCES CONSULTANTS

WHY CHOOSE NIGEL FRENCH & ASSOCIATES AS YOUR LEARNING PROVIDER?

- High quality training at competitive rates
- Well connected locations with first class facilities
- Half day courses available
- Fully qualified HR and Legal practitioners with many years training and practical workplace experience
- Flexible delivery with workshop and group interaction to maximise learning experience
- Comprehensive and up-to-date course materials to assist with implementation of learning in your workplace
- All courses offered as bespoke in-house courses

OUR SPRING 2018 PROGRAMME

Full details on our Spring 2018 training programme can be found on the following pages. Please note that all of our full day courses include a buffet lunch and refreshments, and all of our half-day courses include refreshments.



TRAINER PROFILE
NIGEL FRENCH
F. CILEx. LLM

Nigel French is a highly experienced employment lawyer and trainer, having worked as a legal practitioner and academic for over 30 years. Nigel offers representation in the form of general and specific advice on all employment related areas, including front line advocacy in the courts. He is currently a senior visiting lecturer at Anglia Ruskin University, delivering postgraduate and masters level programmes.

Nigel has significant expertise in the delivery of short courses across all sectors of industry. He also writes published articles in periodic journals, and has been described as an employment law 'Guru' in the academic section of The Independent newspaper.



TRAINER PROFILE
LYDIA FRENCH
BA, CertHE, PG.Dip, CIPD

Lydia is an experienced people management and leadership trainer and specialises in results driven learning. She has developed bespoke corporate learning programmes for a diverse clientele throughout her career, including companies from the hospitality, retail, professional services, property development, technology, media and not for profit sectors. Lydia is able to bring a practical and pragmatic approach to training as she delivers best practice advice in human resources for her clients on a daily basis.

OUR SPRING 2018 COURSES

If you would like to book any of these training courses, please contact us directly for a booking form and our terms and conditions at lydia@nigelfrench.co.uk or call us on **01473 276156**.

WHAT OUR CLIENTS SAY:

"Nigel and Lydia delivered an in-house training session on the Bribery Act 2010 as it is apposite to our business. This was informative and pitched at the right level for the audience. Nigel and Lydia are always professional and a pleasure to work with."

MD, Nexus Intelligent Engineering

"Nigel successfully trained 10 of our senior managers on a number of aspects of employment law specific to the recruitment industry. We found Nigel's approach to be forward thinking, extremely well informed and highly knowledgeable. Following this workshop, we concluded as a business, that Nigel would be an invaluable part of our team and since then have turned to Nigel in every legal issue that we have had to face."

MD, Jenrick Engineering

INTRODUCTION TO HUMAN RESOURCES & EMPLOYMENT LAW **£145 + VAT**

Thursday 22nd March
& Wednesday 2nd May 2018, Epsilon House, West Road, Ransomes Europark, Ipswich, Suffolk, IP3 9FJ.
Full Day. 09.30am – 4.30pm

INDICATIVE COURSE CONTENT:

- Employment status including agency workers
- Contracts of employment including the Working Time Regs (1998)
- Absence and performance management
- Unfair dismissal, practice and procedure
- Redundancy and TUPE
- Discrimination and impact of the Equality Act (2010)
- Employment Tribunals and settlements
- Record keeping in accordance with the Data Protection Act 1998 and the upcoming GDPR legislation

WHO IS IT FOR?

- Those new to the world of HR looking to develop an understanding of the law regulating the employment environment, from recruitment to workplace disputes and termination of contract
- Professionals with people management responsibilities wishing to learn how to reconcile the needs of the organisation with the competing rights of employees
- Business owners who employ staff or will be potentially engaging personnel.

HARASSMENT & BULLYING IN THE WORKPLACE – THE EMPLOYER'S LIABILITY **£75 + VAT**

Monday 23rd April 2018, Epsilon House, West Road, Ransomes Europark, Ipswich, Suffolk, IP3 9FJ.
Half Day. 09.30am – 1.00pm

INDICATIVE COURSE CONTENT:

- Identifying bullying and harassment in the workplace and in the course of business
- The legal liability for an act of bullying and/or harassment
- Investigating complaints
- How to protect your business from claims of bullying and harassment
- What to do if claims of bullying or harassment are raised
- Mitigating the risk to your brand and PR

WHO IS IT FOR?

- This course is suitable for professionals at any level in the organisation from operational through to office-based staff who take bullying and harassment seriously.

FOCUS ON: CONTRACTS OF EMPLOYMENT & EMPLOYMENT STATUS £75 + VAT

Friday 27th April 2018, Epsilon House, West Road, Ransomes Europark, Ipswich, Suffolk, IP3 9FJ.

Half Day. 9:30am – 1.00pm.

INDICATIVE COURSE CONTENT:

- Employment status. Are your staff employees, workers or independent contractors, and why does it matter?
- The S.1 Statement
- Implied terms of the contract, including the 'mutual trust and confidence' breach
- The contractual status or otherwise of a Staff Handbook.
- Interpretation of express clauses
- Relationship between contractual and statutory terms
- The enforceability of restrictive covenants (restraint of trade clauses)
- Variation of the contract
- Notice pay and entitlement to the same
- Consequences for breach of contract, including employment tribunal claims.

WHO IS IT FOR?

- Start-up business owners who are contemplating employing staff
- General managers who wish to negotiate terms and conditions with confidence
- HR professionals who wish to gain a greater insight into the status of the contract.

HAVE YOU SEEN OUR CONTRACTUAL DOCUMENTATION SUPPORT PACKAGES FOR BUSINESS?

ADVANCED EMPLOYMENT LAW FOR SENIOR HR PROFESSIONALS £145 + VAT

Monday 30th April 2018, Epsilon House, West Road, Ransomes Europark, Ipswich, Suffolk, IP3 9FJ.

Full Day. 09:30am – 4.30pm.

INDICATIVE COURSE CONTENT:

- Employment status including agency workers and IR35
- Employment contracts including restrictive covenants, working time and the latest position on holiday pay
- Preparing the ground for defending tribunal claims, including the investigation, gathering and presentation of evidence
- Defending the claim and tactical advice on settlements, including key clauses in Settlement Agreements
- TUPE and redundancy distinguished, including variation of contracts and harmonisation of terms
- The expansion of the law on disability and age within the Equality Act 2010.
- Record keeping in accordance with the Data Protection Act 1998 and the upcoming GDPR legislation.

WHO IS IT FOR?

- Senior HR professionals or managers who have people management responsibilities, including MD's and CEO's
- Those wishing to expand their existing knowledge of current employment law practice to develop the confidence to enhance leadership and decision-making skills
- Those wishing to gain specific insight into complex workplace issues.

FOCUS ON: GENDER PAY GAP & REPORTING £75 + VAT

Wednesday 9th May 2018, Epsilon House, West Road, Ransomes Europark, Ipswich, Suffolk, IP3 9FJ.

Half Day. 9:30am – 1.00pm.

INDICATIVE COURSE CONTENT:

- Gender pay reporting: your responsibilities as an employer with over 250 employees.
- The Equality Act 2010 and discrimination on the basis of gender
- Managing gender pay reporting
- Equal pay audit vs gender pay reporting. What is the difference?
- Implementing a pay review within your organisation

WHO IS IT FOR?

- This course is essential for employers with 250 or more employees, as they are required to publish statutory calculations every year showing how large the pay gap is between their male and female employees.
- People managers with responsibility for pay and reward, and those looking to undertake a pay review within their organisation.

DEVELOPING YOURSELF AS AN EFFECTIVE MANAGER AND LEADER £75 + VAT

Friday 11th May 2018, Epsilon House, West Road, Ransomes Europark, Ipswich, Suffolk, IP3 9FJ.

Half Day. 9:30am – 1.00pm

INDICATIVE COURSE CONTENT:

- Why is leadership important?
- Management communication and giving constructive feedback
- Conducting performance appraisals
- Understanding conflict and stress
- Obtaining feedback from others
- Motivating and achieving high performing teams
- Coaching essentials

WHO IS IT FOR?

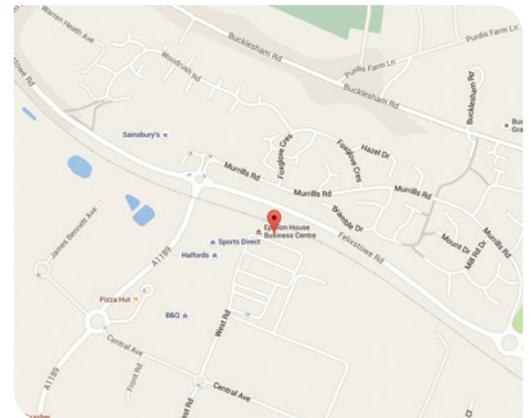
- Those new to management and leadership roles within the organisation
- Managers looking to improve team member communication and organisational performance
- Those looking to develop leadership skills and their impact within the business.

OUR TRAINING CENTRE

EPSILON HOUSE

West Road, Ransomes Europark, Ipswich, Suffolk, IP3 9FJ.

Epsilon House is located on the Ransomes Industrial estate, close to the A12/14 axis. There is limited free parking available on site, please contact us in advance to advise. Our Epsilon House venue is a fully equipped, spacious and modern, fully equipped with air conditioning with full height windows and has WiFi or wired internet access available.



IN-HOUSE BESPOKE TRAINING

We take a flexible approach to your organisation's learning and development needs, and can deliver bespoke workshops specifically for your team and management. These can be delivered at our offices or in-house.

Please contact us for further information: lydia@nigelfrench.co.uk



NIGEL FRENCH
& ASSOCIATES LTD

EMPLOYMENT LAW & HUMAN RESOURCES CONSULTANTS

If you would like to book any of these training courses, please contact us directly for a booking form and our terms and conditions at lydia@nigelfrench.co.uk or call us on **01473 276156**.

Ask us about discounts for **GROUP BOOKINGS**.

Not found what you are looking for?

We offer a range of people management and employment law courses. Visit www.nigelfrench.co.uk or call us on **01473 276156** to talk to us about your requirements.