

# HR Rely seminar programme

We are pleased to bring you details of our employment law seminar programme from October 2018 and April 2019, run in the Birmingham office by our HR Rely team.

Each event is tailored to both HR professionals and managers and provides not just an explanation of the law but practical guidance. All of the events take place at our offices at:

**Weightmans LLP, St Philips Point, Temple Row, Birmingham, B2 5AF. Tel 0121 632 6100**

If you wish to register for an event please complete the form at the bottom of this flyer and return it to Julie Banks at [julie.banks@weightmans.com](mailto:julie.banks@weightmans.com) or marked for her attention to fax number 0121 632 5410.

## Recruitment and Selection

### 04 October 2018

10.00am – 12.30pm

Registration at 9.30am

The cost of the seminar is £75 + VAT per delegate.

Having a thorough recruitment process is key to acquiring good staff but there are many employment law issues to consider along the way. We explore those issues with a view to preparing those responsible for recruitment to understand their legal obligations. The course will cover the following:

- An overview of the different types of contracts e.g. permanent, part time, fixed term, zero hours
- Carrying out pre-employment checks
- GDPR considerations
- How equal opportunities legislation impacts the recruitment and selection process?
- What additional aspects need to be considered when employing young workers and/or apprentices?
- Making the job offer
- What contract terms to consider

## Holidays Seminar

### 14 November 2018

10.00am – 12.30pm

Registration at 09:30

The cost of the seminar is £75 + VAT per delegate.

The session is aimed at both HR professionals and those involved in conducting investigations.

Although in recent times it has been the Working Time Regulations that have stolen the limelight in relation to holiday matters in the workplace, issues relating to holiday entitlement and pay are not confined to these Regulations. When managing the holiday of its workforce, an employer also needs to be concerned with other legislation including that governing equal treatment for part time workers and the Equality Act 2010 as well as contractual issues.

In our briefing we will guide you through the issues that you need to consider when managing holiday in the workplace including:

- Calculating holiday entitlement for a flexible workforce
- Avoiding discrimination when managing holiday
- Dealing with extended leave
- Complying with the Working Time Regulations

## Managing your employees to avoid reputational damage

**28 November 2018**

10.00am – 12.30pm

Registration at 9.30am

The cost of the seminar is £75 + VAT per delegate.

Given the ease with which bad news can be communicated to a wide audience these days, employers are keen to protect themselves from reputational damage. Confidentiality clauses in contracts can only go so far. In this session we explore areas that where managed incorrectly, can lead to damage to reputation and possibly Tribunal claims and cover in particular the following:

- Managing your employees
- Use of social media
- Avoiding harassment in the workplace
- Implementing dress codes
- Modern Slavery Act
- Dealing with whistleblowing complaints
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## Managing change

**17 January 2019**

10.00am – 12.30 pm

Registration at 9.30am

The cost of the seminar is £75 + VAT per delegate.

At some point an organisation is likely to want to implement change, whether it is due to a need to reduce costs or more positively, in order to be able to meet increased demand. In this briefing we deal with managing change and the processes that need to be followed to ensure fairness and avoid damage to employee relations. We cover the following:

- Collective consultation obligations – when is it required and what is involved

Managing a redundancy exercise including:

- The selection process
- Individual consultation
- Alternative employment

Changing terms and conditions:

- How to conduct a fair process
- TUPE implications

## How to manage and support employees through sensitive situations

**13 February 2019**

10.00am – 12.30pm

Registration at 09:30

The cost of the seminar is £75 + VAT per delegate.

The session is aimed at HR professionals and those with supervisory and managerial responsibilities.

It is human nature to prefer to shy away from having conversations that are difficult or make us feel uncomfortable because we don't know what to say or do. Whilst this is an approach we can choose to take in our personal lives, it is not always one to be encouraged in the workplace. If you are responsible for managing employees, it is highly likely that at some point you will need to have a conversation with an employee who has a serious health issue or is going through a difficult time in his or her life in order to understand how best to support that employee and to ensure that the organisation is complying with its legal obligations.

In this session we will guide you through:

- Dealing with managing mental health, cancer and HIV in the workplace;
- How to support women undergoing the menopause, employees undergoing gender reassignment and employees who are the victims of domestic abuse.
- We will also address managing employees with addictions or poor hygiene issues.

In our briefing we will cover the following:

- The relevant employment law;
- How best to manage the situation and support the employee;
- Communicating with the employee;
- Dealing with the response of other employees to the situation.

## Absence Management

**05 March 2019**

10.00am – 12.30pm

Registration at 09:30

The session is aimed at both HR professionals and those in supervisory or managerial positions responsible for managing absence.

The cost of the seminar is £75 + VAT per delegate

Absence levels often improve when employees fear redundancy but when organisations are recruiting employees can feel comfortable and absence levels creep up. With this in mind, we will be running a seminar on absence management covering the following:

- The first steps in absence management – the correct procedures and effective return to work meetings
- Obligations towards disabled employees
- Dealing with holiday during absence
- Managing short term frequent absence
- Managing long term sickness absence

## Working with Trade unions

**04 April 2019**

10.00am – 12.30pm

Registration at 09:30

The cost of the seminar is £75 + VAT per delegate.

There was a time when all those in a management or HR role had experience of dealing with Trade Unions but this is less the case today. Nevertheless there are still industries where Trade Union membership is high and the Trade Union is strong. This course is aimed at managers or HR Professionals who have little experience of dealing with Trade Unions or those wanting a refresher. It will cover the following:

- Trade Union recognition – what does it look like and what does it mean?
- What rights do Trade Union members have in the workplace?
- What rights to Trade Union officials have in the workplace?
- How to maintain a constructive working relationship with the Trade Union
- How and when can Industrial action be commenced and what rights does an employer have?

## Managing a neat termination

**25 April 2019**

10.00am – 12.30pm

Registration at 09:30

This ½ day seminar is aimed at those with HR responsibilities and Finance professionals The cost of the seminar is £75 + VAT per delegate.

Under the Employment Rights Act 1996 it is now possible, in certain circumstances, to have conversations with an employee with a view to agreeing the termination of employment where such conversation are protected from disclosure at Tribunal. Even where this is possible, there are still a number of matters that an employer should look at to ensure a clean termination and to ensure it has covered itself both practically and from other risks post termination. In this ½ day seminar we will look at the issues an employer should consider:

- Having the pre-termination discussion
- Contractual issues
- Where to pitch the settlement?
- What protections to seek as part of the settlement?
- Tax issues on termination including the April 2018 changes



**Andrew Forrest**



**Victoria Duddles**



**Ian Hartley**

**HR Rely** is a fixed fee membership service which can add real value to your business.

To find out more:

- Visit our website [www.hrrely.com](http://www.hrrely.com)

**Call us on 0344 893 0093**

## Booking Form

Please complete and return this flyer by email to Julie Banks at [Julie.banks@weightmans.com](mailto:Julie.banks@weightmans.com) or Fax 0121 632 5410. Please telephone Natalie on 0121 616 6552 if you need further assistance. Upon receipt you will be issued with joining instructions.

Refreshments will be available from 9.30 am onwards.

Please advise any dietary requirements.

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No of places .....

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Please complete your details below:

Name:

Job title:

Email:

Telephone:

Organisation name:

