

# employment law for business advisers



CODE: ELBA  
DURATION: 2 DAYS  
CPD HOURS: 14

## PROGRAMME OVERVIEW

Hold onto your socks 'cos they're at risk of being knocked off! A bold statement we know, but we guarantee you will go home having learned so much, you will think you've been away for weeks. This programme is a comprehensive practitioner's guide to employment law and provides a full grounding in the fundamentals of current legislation. It includes key techniques to allow advisers to handle employment law as an aid to client development rather than being seen as a barrier to progress. Don't even think of missing this one – just take a look at the rave reviews. Best bring a spare pair of socks just in case.

## OBJECTIVES

At the end of the programme you will be able to:

- Understand the principles of employment law
- Have an appreciation of the financial penalties for non compliance
- Understand the need for published procedures
- Recognise that consistency of application is of paramount importance
- Make clients aware that compliance can have positive benefits
- Alert clients to possible pitfalls and signpost them to other sources of help

## DAY ONE

Welcome and Introductions  
Programme aims and objectives  
Becoming an employer - for and against  
Forecasting staffing requirements  
Getting it right from the start  
The key requirements  
Effective recruitment  
Contracts of employment  
Fundamental shopping list  
How to effectively pass on this advice  
Case studies  
Legislation update

## DAY TWO

Day One summary / learning points  
Handling grievances  
Disciplinary matters  
Employment tribunals  
The tribunal process  
The role of ACAS  
Timescales for dealing with a claim  
Responding to a claim  
Fair and unfair reasons for dismissal  
Levels of compensation  
Keeping yourself up to date  
Summary and feedback

*"Relaxed and lots of questions answered"*

*"Extremely useful !! - will use every aspect of this training in my job"*

*"Presenters knowledge and ability to put the subject across were excellent, entertaining and enlightening. Thank you"*

*"Well presented, friendly + informative"*

*"Time well spent"*

*"This course would be beneficial for the whole organisation - not only advisers"*

*"Excellent course - fantastic trainer"*

*"Trainer's knowledge and enthusiasm for the subject were inspiring"*

*"The sort of workshop that needs to happen on a regular basis"*

*"Tremendously useful!"*

*"Very useful, easy to follow, loads of information"*

*"Very interactive - relevant" "Worth doing again when legislation changes"*

*"Altogether very enjoyable"*

# general features

## TARGET AUDIENCE

Basically anybody involved with Business Support whether that be actively involved, involved on the periphery or just interested in becoming involved. Examples include business advisers, consultants, counsellors, mentors, coaches, trainers, network brokers, skills brokers, specialist advisers and intermediaries (e.g. accountants and solicitors). Delegates come from host organisations such as the Business Link network, local Learning & Skills Councils, regional development agencies (RDAs), enterprise agencies, chambers of commerce, training organisations, local authorities, economic development units (EDUs), banks and of course independent practitioners. You are all welcome!

## START AND FINISH TIMES

We kick off with the essential tea and coffee (caffeine!!) available from 9.15 for a prompt start at 9.30. Programmes finish around 16.00 to 16.30 but actual times may vary depending on circumstances on the day.

## CONTENT

Programmes are designed to be interactive, memorable and enjoyable. Consequently content comprises a mix of presentations, case studies, self assessment, group syndicate exercises, open discussion, videos, role play simulations, live internet feeds, best practice documentation and more. Actual content used varies from programme to programme and depends on the subject concerned. There is no pre-work to do but please let us know your background and if there is anything specific you want to achieve - we'll always do our best to help.

## WHAT'S INCLUDED?

All food and refreshments, training materials and Institute certification. We don't build rafts and paddle across rivers so no need for a wetsuit. Just bring yourself!

## STANDARDS MAPPING

All of our programmes are closely mapped to the requirements set out in the national occupational standards (SFEDI) for Business Support.

## CPD AND CERTIFICATION.

Each full day counts as 7 hours of continual professional development (CPD) which is certificated by the Institute of Business Consulting. Your personalised Institute training certificate is laminated for safe keeping and then sent directly to the person who made the original booking.

## ACCREDITATION

Each programme is available as a stand alone item or as a module of "the 5 Star Adviser", our unique Business Adviser development, assessment and accreditation programme (see page 24/25).

## PRICING

Members of the Institute of Business Consulting benefit from reduced programme rates. Please see our separate list of dates and venues for details of pricing, discounts and special offers. Prices quoted are exclusive of VAT.