

HR & Employment Law Training Courses

to support your business in 2024/25



HR & Employment Law training courses

Managers who have the knowledge, confidence and ability to handle employee relations effectively within the law are a valuable asset to your business. They will save you time and money, and ensure a consistent approach in your organisation. Our training sessions are generally run in conjunction with the Employment Law team at Ashtons Legal to provide attendees with the full picture of their chosen topic.

Data Protection in the Workplace

We will look at the requirements of current data protection law (GDPR) in respect of holding employee data. We will use case studies based on real life scenarios to give you a practical understanding of data protection compliance issues involved in employing and managing your employees. We will cover recruitment and selection processes, retaining/handling staff records including sensitive personal data, dealing with information requests from employees as well as other key points.

Short online workshop, 10 – 11.30am
Wednesday 6 March 2024

Employment Law Awareness for Line Managers

This workshop goes through the most prevalent employment law issues that line managers need to be aware of, such as equality and diversity, sickness absence, performance management, disciplinary and grievance situations as well as making changes to terms and conditions of employment. The workshop will be highly interactive with numerous case studies and exercises to help delegates reinforce their learning and to recognise employment law issues and how to deal with them.

2-Part online workshop, 10 - 1.00pm
15 and 21 November 2023

Equality and Diversity in the Workplace

This interactive workshop will look at the importance for organisations of diversity as well as the forms of discrimination that are protected under the Equality Act. There will be a focus on harassment including what is the test, case studies and how to report harassment. We will also be looking at bullying, unconscious bias and race and disability discrimination.

Short online workshop, 10 - 11.30am
Wednesday 17 April 2024

Prevention of sexual harassment duty

From 26 October 2024, The Worker Protection (Amendment of Equality Act 2010) Act 2023 will create a new duty on employers to take reasonable steps to prevent sexual harassment of employees during their employment. Join us online for an informative session on understanding and fulfilling your duty to prevent sexual harassment. Learn about the importance of creating a safe and respectful work environment, the legal obligations surrounding sexual harassment, and practical tips for addressing and preventing incidents. Don't miss out on this valuable opportunity to enhance your knowledge and contribute to a safer workplace for all.

Short online workshop, 10 - 11.30am
Wednesday 9 October 2024

Managing Employee Investigations

We will cover the different scenarios in which investigations are necessary. The workshop will also cover do's and don'ts for interviewing witnesses, how to assess 'he said, she said' type evidence and how to write an effective investigation report.

Half Day online workshop, 10 - 1.00pm
Wednesday 22 May 2024

Managing health issues and disabilities in the workplace

This workshop aims to equip managers with the knowledge and skills to champion diversity, support employees with health conditions or disabilities and create an environment where everyone can thrive. The legal context and potential risks will also be considered throughout the session.

Short online workshop, 10 – 11.30am

Wednesday 19 June 2024

Immigration and right to work checks

This course will provide an overview of the requirements and process for obtaining a sponsor licence under the Skilled Worker route and the process for recruiting people under skilled worker visas. We will look at what to do when employment unexpectedly ends and how migrants can move in and out of this route. We will then explore the requirements of right to work checks, review the changing requirements and when repeat checks are required, what steps provide you with a statutory excuse to a civil penalty for illegal working and what to do when the right to work is lost.

Short online workshop, 10 - 11.30am

Wednesday 16 October 2024

Menopause and the workplace – manager guidance

The menopause is a natural stage of life which affects most women and other people who have a menstrual cycle. This workshop will look at the importance of managing the effects of the menopause at work and is designed to equip managers with the confidence to have conversations with employees about the menopause and understand their role when it comes to offering support. We will look at the relevant legislation and how it applies throughout the session.

Short online workshop, 10 – 11.30am

Wednesday 11 September 2024

Appraisals and Performance Management

This workshop for line managers covers Performance Management, one of the core skills required by those with responsibility for managing staff. This session starts with what do we mean by performance management and why it is important. We then go on to cover the legal context and familiarisation with typical procedures in this area. Also included are giving effective feedback, questioning and listening skills, coaching and the GROW model and dealing with poor performance in probation and beyond.

Short online workshop, 10 – 11.30am

Wednesday 13 November 2024

Employment Law Awareness for Line Managers

This workshop goes through the most prevalent employment law issues that line managers need to be aware of, such as equality and diversity, sickness absence, performance management, disciplinary and grievance situations as well as making changes to terms and conditions of employment. The workshop will be highly interactive with numerous case studies and exercises to help delegates reinforce their learning and to recognise employment law issues and how to deal with them.

2-Part online workshop, 10 - 1.00pm

Wednesday 25 September 2024

Wednesday 2 October 2024

costs

Short online courses

£70 + VAT

Half-Day courses

£145 + VAT

2-part Half-Day courses

£245 + VAT

what next?

Courses can be booked online at the following address:

www.ashtonslegalevents.eventbrite.com

For further information and questions about discounts and group bookings please contact:

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Ashtons HR Consulting is a trading name of Ashtons Legal LLP.

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The information contained in this guide is of a general nature and specific advice should be sought for specific situations. We believe the information to be correct as at the time of publication, October 2023. While all possible care is taken in the preparation of this leaflet, no responsibility for loss occasioned by any person acting or refraining from acting as a result of the material contained herein can be accepted by the firm or the authors.