

HR Training Courses

Practical, case study based interactive sessions designed by us, tailored to your business.

As an experienced HR and Employment Law firm we have seen first-hand how much HR issues can affect both the employee and the employer.

Our training is very well received by attendees and is delivered by lawyers and HR advisors, with combined knowledge and expertise, in a practical way which works for your business.

We offer bespoke in-house training designed to help you learn more about embedding a wide variety of HR skills into your team and the competencies needed to achieve them.

Showing ownership and visibility around HR and Employment Law is of vast importance to ensure compliance and protect yourself from potential claims at an Employment Tribunal.

The courses focus on the question of what needs to change and what needs to be done to achieve the desired outcome within your organisation.

Some of the bespoke training sessions we can provide are:

Equality and Diversity

Organisations need to take Equality and Diversity seriously. Not just because of the legal implications but also because people have the right to be treated with dignity and respect at work. Our workshop will take you through:

- Exploring how equality and diversity can be embedded more effectively within your business
- Exploring best practice and showcase practical examples
- Understanding the benefits of equality and diversity
- The training will enable you to defend potential claims of discrimination as it evidences the business's steps to take preventative action.

How to conduct Workplace Investigations

The investigation is one of the most critical steps in work place problem resolution, whether it be performance, conduct or an employee grievance. A good investigation can save you time and ensure the integrity of your formal procedures. Our interactive workshop will take you through:

- Planning for your investigation (understanding the remit and objective)
- Appointing your investigator

- Taking statements and management of witnesses
- Writing your investigation report
- Common pitfalls
- Useful tools and templates

How to Deal with an Underperforming Employee

Our interactive workshop will take you through:

- Creating a performance culture
- Monitoring and Identifying poor performance
- Performance management and improvement plans
- Capability and disciplinaries
- Dismissal for performance reasons

How to Dismiss an Employee with Minimum Risk

Our interactive workshop will take you through:

- Identifying a fair reason for dismissal
- Procedures- How, what and when to follow them
- Appeals
- Settlement Agreements
- Risk factors

How to Conduct a Disciplinary or Grievance Hearing

Our interactive workshop will take you through:

- Procedures- How and what to follow
- Invitation to a Disciplinary Hearing- How to write the correct letter
- The Hearing- How to structure the hearing and what to expect
- The Outcome- What sanctions can be imposed?
- The Appeal- Purpose and nature

How to Effectively Manage Sickness Absence

Our interactive workshop will take you through:

- Monitoring and record keeping
- Return to work interviews
- Practical steps to reduce sickness absence
- Mental health and stress
- Absence and ill health hearings
- Fit for Work Scheme
- Dismissal for reason of ill health

How to Engage and Retain Employees

This stimulating, practical workshop is an excellent opportunity to:

- Explore the importance and benefits of employee engagement
- Identify the challenges of engaging and retaining staff
- Work on practical ways to bolster engagement in your organisation
- Dealing with the disengaged employee

How to Handle Difficult Conversations

This engaging, practical workshop will give you the opportunity to:

- Identify the key features of challenging conversations
- Look at what helps and hinders tackling difficult interactions
- Work on tools in assertive communication and managing conflict
- Apply your learning to individual situations

How to Prepare for an Employment Tribunal

Our interactive workshop will take you through:

- What paperwork you will need
- Witness statements and evidence
- What to expect at the hearing
- Tips and advice

How to Spot and Prevent Discrimination in the Workplace

Our interactive workshop will take you through:

- Paperwork- Discrimination, Equality and Diversity Policies
- What is Discrimination?
- Preventative action
- What to do if you face a claim for discrimination

Trustee Training

Our interactive workshop will take you through:

- Legal and Governance matters
- Preparation of an agreed Trustee Manual
- Risks and benefits of becoming a Trustee
- Employment Law Essentials for all Trustees

Introduction to Employment Law

Our interactive workshop will take you through

- Key Employment Law Rights
- Types of Employment Law Claims
- The Employment Tribunal Process
- Sanctions, costs and remedies

HR Essentials

Our interactive workshop will take you through

- Safe recruitment practices
- Getting your contracts of employment r of employment and handbook policies and procedures in place
- The induction process – first day, first week, probationary period
- Pay and benefits

This list is not exhaustive however, if you feel that there is a particular topic you would like to cover, we can deliver this. We are often asked to mix and match topics to create bespoke courses for our clients.

Tailored Training

We like to tailor all our training sessions to meet the needs of the organisation, so we would go through your specific requirements and develop a course to meet those requirements.

How is the training given?

All our training courses are given by experienced professionals who have first-hand experience of both bringing and defending claims in the Employment Tribunal.

We offer a range of methods to help participants develop both skills and knowledge. These include direct formal input, small and large group discussions and exercises and case study material. All materials are included.

Who should attend the courses?

We recommend that all employees who are in a managerial role receive training on all aspects of HR and Employment Law so that they have a clear understanding of how to manage their staff effectively. At the very least, all directors, HR managers and trustees should undergo training to enable them to filter any information down to their teams.

Venue

We are happy to come to you to undertake training at a time and place which suits you and your team. We can also arrange for a suitable venue if you would prefer to do the training off site.

Comments from attendees

“Excellent. Very informative session”

“I found the session very useful. We are currently a small organisation but as we continue to grow it will be useful to gain a better understanding of Employment Law”

“Great session, nice pace, very informative”

“A great session which will help me to run diagnostics on where the company is at the moment and what we need to do to improve ourselves”

“Thoroughly enjoyed the session – made loads of notes, lots to think about and do”

“Brilliant session – informative!”

“Very useful session. Brought things to my attention that I had not considered before”

“Interesting and enjoyable – highly relevant”

Cost

Our training costs depend on a number of factors- number of attendees, the length of the course and where we deliver it. We will agree a fixed cost for this work with you, depending on the specifics of the training you require. Watertight HR & Legal clients will receive a 10% discount on our normal rates.

If you book more than 1 course then further discounts will apply.

Please contact us on **0114 3032300** or **hello@bhayanilaw.co.uk** to discuss your needs.