

# Employment Law Training 2012

Employment law in practice - for  
people managers and HR professionals


Half-day workshops on  
employment issues including:

- TUPE master class
- The work-life balance equation
- Restructuring and redundancy



■ See inside for ALL workshop topics

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Maidstone – Wednesday 8 February

## TUPE master class

This seminar is aimed at HR professionals and senior managers who need more in-depth knowledge of the TUPE Regulations and their implications on practice.

During the workshop, we will:

- examine the legislation and how it operates in the context of a business acquisition
- discuss the implications of outsourcing for both the incoming and outgoing employers
- review significant recent case law.

Crawley – Tuesday 13 March  
Maidstone – Wednesday 14 March

## How to deal with bullying, harassment and inappropriate behaviour in the workplace

When employees ‘turn’ against each other or when one individual’s conduct is unacceptable to another, the impact on the team, or even on the business, can be very significant.

It usually falls to HR or senior managers to try and sort out the situation. It is important for you to understand the legal implications of different courses of action.

During this workshop we will:

- consider the principles set out in legislation as well as the way in which they have been applied in case law
- discuss practical approaches and share experiences by working through some case studies.

Crawley – Thursday 21 June (full day)

## Mock tribunal master class

On receipt of an employment tribunal claim your best course of action may well be to appoint your solicitors. However, there is still a lot you can do in-house to help progress matters more smoothly. Also, managers have a significant role to play in making sure that the company’s case is presented in the best possible way.

This workshop will help delegates to:

- understand the stages of a tribunal claim
- manage the process effectively and efficiently
- get a taste of giving evidence and being questioned.

We will follow a tribunal case from initial receipt of the claim right through to the hearing conclusion. Delegates will be asked to consider actions required at each stage and will have an opportunity to practise being a witness. Members of our employment team will be involved to make the experience more realistic.

Crawley – Tuesday 3 July  
Maidstone – Wednesday 4 July

## Managing the recruitment process

The recruitment process is a key aspect of successful business. Getting the right person for the job, whilst avoiding any potential for claims, is a priority for all those involved in recruitment.

During this workshop, we will look at:

- the impact of discrimination legislation on the recruitment process
- the way in which contracts of employment come to life
- some key components of well made job offers.

We will also discuss the checks and safeguards to put in place at the recruitment stage, including how to obtain information on potential and new employees.



NEW

Crawley – Thursday 26 April  
Maidstone – Wednesday 25 April

## The work-life balance equation

The recent recession may have placed work-life balance concerns lower in the list of priorities for many employers, but it is increasingly a key element in the expectations of the newer generations of employees. As employers, you need to attract the best talent as well as keeping on top of the latest work-life balance legislation and various associated rights employees are entitled to expect.

During this workshop we will:

- review the rights of employees with family responsibilities as well as other rights they may have in respect of activities outside work
- have an opportunity to exchange experiences
- discuss how best to accommodate the various rights whilst still meeting your business requirements.

Crawley – Wednesday 10 October

## Restructuring and redundancy

If you are restructuring or planning change on any significant scale, there are a myriad of 'people' issues to consider.

This workshop for HR directors, senior managers, in-house lawyers and employment relations experts covers the many people, commercial and legal issues to consider when planning for redundancies or a restructure, whatever the scale.

This workshop will:

- define and explain procedures for individual redundancy
- outline collective redundancy strategies
- identify the impact of and obligations surrounding restructure
- explain outsourcing best practice and trends.

Crawley – Tuesday 22 May  
Maidstone – Thursday 24 May

## Handling stress in the workplace

Stress features heavily in the top reasons for absence on both medical certificates and self certification of absence forms.

It's particularly difficult for employers to deal with fairly and effectively. When faced with an employee who is absent due to "work related stress" immediately after being invited to attend a disciplinary hearing, the temptation to be cynical is very difficult to resist.

During this workshop, we will:

- review the key principles of dealing with employees who suffer from ill health
- examine the role of occupational health advisers in stress cases
- deal with the more tricky issues of stress occasioned by disciplinary action and the impact of stress related illness on team members.

Crawley – Tuesday 13 November  
Maidstone – Wednesday 14 November

## Internet, e-mail and social networking

Within the employment relationship, managing the information which employers hold in respect of their employees and controlling access, use and dissemination of that information are key concerns.

Additionally, when employers put sophisticated and expensive IT equipment at the disposal of their employees, they need to set clear boundaries for its use.

During this workshop, we will:

- consider Data Protection and IT issues
- outline the legal principles
- look at practical ways for employers to manage this complex area.

# Your trainer

## Claire Singleton

Employment strategist

Described by commentators as a leading individual in the South East and recognised in Legal 500 2011 as “vastly experienced”, Claire has developed asb law’s increasingly popular range of HR training workshops and is a regular speaker at external events.



“Claire ... makes training look effortless”.

“The way in which the subject is taught makes it easy to understand.”

Reigate & Banstead Council

“Excellent course and very enjoyable. A potentially dry subject presented very well.”

Silver Spring Soft Drinks

## Employment experts at asb law

Over the last six years, asb’s employment team has been rated in the top band of the UK legal directories, Chambers & Partners and Legal 500.

The team is the preferred legal adviser to a number of household name PLC companies and our lawyers regularly support private businesses on HR related legal matters.

“They make it their business to understand your business.”

Chambers & Partners UK 2012

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## Workshop format

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**Registration** from 8.15am

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**Session starts** at 8.30am

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**Session ends** at 1.00pm

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### **The Mock Tribunal**

master class session starts at 9.00am  
and ends at 4.00pm

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### Pricing

#### **Normal rate**

One half-day workshop: £195 + VAT\*

Lunch, refreshments, course notes and attendance certificate (for CPD evidence) are included.

#### **Multiple rate**

Book more than one event or attendee at the same time: £170 + VAT for each additional delegate or additional event.

\* Mock Tribunal (full-day) master class: £275 + VAT per delegate.  
Book more than one event or attendee at the same time: £250 + VAT.

### Location

Events take place at asb's offices in Crawley and Maidstone, visit [www.asb-law.com](http://www.asb-law.com) for details.

### Booking conditions

A full refund will be offered for cancellations notified in writing up to 14 days before the event. No refunds are possible for cancellations notified after this date, however we are happy to take substitute delegates. It may be necessary, for reasons beyond the control of asb law, to cancel or alter the content or timing of the programme.

### e-bulletin

Register to receive a monthly update providing guidance and commentary on latest legislation, case law and news at [www.asb-law.com](http://www.asb-law.com).

“A very good workshop – a must for HR professionals.”  
Hillcrest Care

“Very clear and concise and well presented workshop, which has given us much to think about.”  
Sartorius Mechatronics UK Ltd

“I personally found the workshop, informative, factual and answered all the questions.”  
Panalpina World Transport Ltd

# Booking form 2012

Workshop	Crawley	Tick	Maidstone	Tick
TUPE master class			8 February	
Bullying, harassment and inappropriate behaviour in the workplace	13 March		14 March	
The work-life balance equation	26 April		25 April	
Handling stress in the workplace	22 May		24 May	
Mock tribunal master class (full-day)	21 June			
Managing the recruitment process	3 July		4 July	
Restructuring and redundancy	10 October			
Internet, e-mail and social networking	13 November		14 November	

## Contact details

Title  Forename  Surname

Position

Organisation

Address

Postcode

Tel  Email

**Payment details: 3 ways to pay** (please tick one) Amount due is £

- 1  I enclose a cheque payable to **asb law LLP**
- 2  Please invoice me at the above address
- 3  I wish to pay by debit/credit card and authorise **asb law LLP** to charge my:



Card holder name

Card No

Expiry Date - Valid from - Security No  Issue No

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Postcode

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Cardholder signature  Date

**Please return this form with payment to:**  
**Events, asb law, FREEPOST RRJE – XHGB – HLSE,**  
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 Contact Events on 01293 861214  
 or email **events@asb-law.com** with any enquiries.



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