

## professional development portfolio

# Employment Law for Managers

Any good manager needs to understand and be aware of the legal responsibilities they must adhere to on behalf of their company. A good grounding in employment law will give managers both the knowledge and the confidence to handle situations with their staff where following a legal procedure is a requirement.

This course provides an overview of employment law, giving practical and current advice to managers on the key areas that they will come across in their day to day management of staff.

**Employment Law for Managers** enables the learner to:

- Understand the importance of an employment contract and terms and conditions and how to get it right when recruiting new staff
- Learn about employee rights and how to handle situations where an issue may arise with the rights of a member of staff
- Understand the discipline and grievance procedure and the process that they need to follow to ensure employment law is adhered to
- Find out how to handle a dismissal by arming them with the legal facts they need to be aware of
- Access current information on the key aspects of employment law that will support them in their role as manager



### Learning outcomes

#### Handling employment contracts

- What is a contract?
- What types of contract are there?
- Who is involved in processing a contract?
- What is breach of contract?
- What if the contract needs to be changed?

#### Understanding employee rights

- What are employee rights?
- What is discrimination?
- What are family rights?
- What issues are there surrounding pay?
- What do I need to know about time off?

#### Discipline and grievance

- What is the difference between “disciplinary rules” and “disciplinary procedure”?
- What constitutes a disciplinary matter?
- What are investigations?
- How do I take action with a disciplinary matter?
- What is an appeals procedure?
- How do I handle grievances?

#### Dismissal

- What is dismissal?
- What are fair dismissals?

- What notice period should there be?
- What is involved in a dismissal?
- How should I handle a redundancy?

### Target audience

This course is designed to appeal to managers at all levels.

Those who are new to management or are preparing to take on a management role will find that this course provides a solid introduction to employment law.

More experienced or senior managers will value the opportunity to spend time refreshing their knowledge of employment law.

### Duration: 3 hours

### Additional services

**Tailoring:** ensure this course is relevant and engaging by tailoring it to the needs of your professional community or company.

**See also:** *Coaching Skills, Conducting Performance Appraisals, Leadership Skills, Managing from Within the Team, Recruitment and Selection, Freedom of Information, Managing High Performing Teams, Data Protection, Environmental Compliance.*