

Events Programme Spring 2012





Free Workplace Advice and Assistance from the LRA

In an increasingly demanding world of work, it can be difficult – despite all good intentions – to find the time or, indeed, the resources, to attend seminars and workshops. At the Labour Relations Agency we recognise the pressures faced by today's employers and employees. Our seminar programme will provide you with the information and support you may need to tackle complex employment and human resource issues in your workplace, with each seminar lasting no more than two and a half hours. The seminars are free to attend and will be held in either **Belfast** or **Londonderry**.

Two and a half hours to change for the better? If you think that sounds too good to be true, read what seminar delegates have said about previous sessions....

"I feel I have the knowledge to handle employee situations – grievances/disciplinary more effectively."
Catherine Doherty, The Grand Opera House

"I found this seminar highly informative and it dispelled a few myths which I was labouring under."
Eleanor Kerr, Four Seasons Health Care NI

"This seminar clarified a difficult area to assess giving a very good overview of the key elements to look for."
Antoinette McMillen, NIPSA

"Very informative. Even if you think you are well versed in this subject there is still a lot to be learnt on this course."
Gerry Marley, HSENI

"Fully explained a very difficult pending situation – a valuable and worthwhile use of time through attendance – highly recommended."
Lynne Vance, Castlereagh Enterprises Ltd



www.lra.org.uk

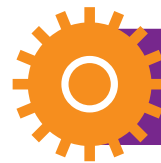
January

Tues 17th

Venue L'Derry
Duration 2.5 hours
Start time 10.00 am

Tues 31st

Venue Belfast
Duration 2.5 hours
Start time 10.00 am



Fair Recruitment and Selection

Good practice in recruitment and selection can result in a more effective, better motivated workforce. Labour turnover and absence can be reduced and allegations of discrimination avoided.

This seminar covers the relevance of legislation and associated Codes of Practice in key areas including:

- discrimination
- union membership/non membership
- less favourable treatment
- criminal records
- data protection
- immigration

The seminar will help you to ensure that your recruitment and selection process is built on good practice.

Tues 17th

Venue Belfast
Duration 5 hours with a break for lunch
Start time 10.00 am

Tues 24th

Venue L'Derry
Duration 5 hours with a break for lunch
Start time 9.30 am



Workshop on Employment Documentation

The workshop on employment documentation is designed to:

- assist employers develop and maintain effective employment practices and procedures that best meet their needs and which comply with statutory requirements
- raise awareness of the provisions of employment legislation and promote and develop good practice



- update participants on a range of relevant issues which could affect the content of their employment documentation

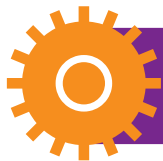
It provides practical help and guidance to employers who wish to draw up the following documentation:

- Written Statement of Main Terms and Conditions of Employment
- Disciplinary Rules and Procedures
- Grievance Procedures

In addition to providing guidance and comprehensive documentation during the course of the workshop, the Agency also provides assistance to participants following the workshop who, for example, are experiencing difficulties in drafting particular aspects of the statement or who wish to have the Agency comment on their draft documents prior to issue.

Thurs 19th

Venue Belfast
Duration 2.5 hours
Start time 10.00 am



Legal Implications of Workplace Stress

Stress is fast becoming the largest single medically defined reason for absence from work. It is also a growing area for a range of claims against employers for various forms of mismanagement or negligence. These developments make it vital for employers to be conscious of the dangers of failing to actively manage workplace stress.

This seminar is intended to make employers, employees and their representatives aware of the various legal consequences of ineffective management of workplace stress and methods of assessing the likely level of risk.

Tues 24th

Venue Belfast
Duration 2.5 hours
Start time 10.00 am



Introduction to Employment Law

This seminar will raise awareness of the many legal issues that impact on the workplace. The seminar will cover employment rights at the beginning, during and at the end of employment.

February

Wed 1st

Venue L'Derry
Duration 2.5 hours
Start time 10.00 am



Family-friendly Working Arrangements

This seminar provides information on the following rights:

- maternity leave, pay and keeping in touch days
- adoption leave and pay
- flexible working arrangements - the right to request and duty to consider
- paternity leave and pay
- parental leave
- time off for dependants

Tues 7th

Venue Belfast
Duration 2.5 hours
Start time 10.00 am



Handling Discipline and Grievance

- Do you have the knowledge, skill and confidence to deal with discipline and grievance issues?
- Have you experienced problems dealing with discipline and grievance issues that have ended up at tribunal?

Come to this seminar and find out about good practice in dealing with disciplinary and grievance issues.

Wed 8th

Venue L'Derry
Duration 2.5 hours
Start time 10.00 am



Conducting Employment Investigations

This seminar is designed to cover the main issues which need to be addressed when conducting an employment investigation, for example in relation to alleged misconduct. Recent case law has demonstrated that the investigation process will be subject to a reasonableness test if the issue eventually goes to an industrial tribunal.

This seminar is open to anyone who has an interest in or the potential to be involved in an employment investigation such as human resource officers/managers, trade union representatives, line managers, employees or employers.



Tues 14th

Venue Belfast
Duration 2.5 hours
Start time 10.00 am

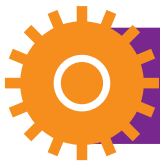


Social Media and the Employment Relationship

This seminar raises awareness of the many issues arising around the use of social media and the impact this has on the employment relationship. It will explore how social media is used by employers to enhance their business, how it is managed, and in particular, focuses on dealing with issues arising out of improper use by employees. Emerging case law in this area will be discussed.

Tues 14th

Venue L'Derry
Duration 2.5 hours
Start time 10.00 am



Managing Absence from Work

Absence from work is a problem for many organisations and can affect productivity, morale and flexibility. It can also be a burden on management time and a significant cost to the organisation through down time (that is time when machinery is not being used), sickness payments, paying temporary replacement staff and overtime payments to cover absent employees.

This seminar, aimed at small businesses, will enable participants to:

- distinguish between different types and causes of absence
- understand how to manage and measure absence from work
- reduce absence levels by using appropriate tools
- have an understanding of the legal framework affecting the management of absence

Thurs 16th, Tues 28th

Venue Belfast
Duration 5 hours with a break for lunch
Start time 10.00 am



Workshop on Employment Documentation

The workshop on employment documentation is designed to:

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- raise awareness of the provisions of employment legislation and promote and develop good practice
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Tues 21st

Venue Belfast
Duration 5 hours with a break for lunch
Start time 10.00 am



Conducting Employment Investigations and Handling Discipline and Grievance

This seminar covers the main issues which need to be addressed when conducting an employment investigation and good practice in dealing with disciplinary and grievance issues. It covers all of the material included in the *Conducting Employment Investigations* and *Handling Discipline and Grievance* seminars.

Wed 22nd

Venue L'Derry
Duration 2.5 hours
Start time 10.00 am



Handling Discipline and Grievance

- Do you have the knowledge, skill and confidence to deal with discipline and grievance issues?
- Have you experienced problems dealing with discipline and grievance issues that have ended up at tribunal?

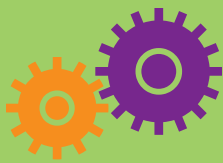
Come to this seminar and find out about good practice in dealing with disciplinary and grievance issues.

Tues 28th

Venue L'Derry
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Legal Implications of Workplace Stress

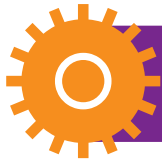


Stress is fast becoming the largest single medically defined reason for absence from work. It is also a growing area for a range of claims against employers for various forms of mismanagement or negligence. These developments make it vital for employers to be conscious of the dangers of failing to actively manage workplace stress.

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Wed 29th

Venue Belfast
Duration 2.5 hours
Start time 10.00 am



Resolving Workplace Disputes

Workplace disputes can arise in various forms from two colleagues who are no longer on speaking terms to a trade union and an employer not being able to reach agreement over the annual pay increase. Whatever form a dispute takes conflict in the workplace can be disruptive and if ignored can escalate and become much more difficult to deal with.

Drawing on our 30 years of experience in helping parties resolve workplace disputes this seminar will explore the various forms of alternative dispute resolution (ADR) processes available for dealing effectively with conflict.

March

Thurs 1st

Venue Belfast
Duration 2.5 hours
Start time 10.00 am



Bullying in the Workplace

This seminar is about raising awareness and challenging myths and stereotypes that have developed over the years about bullying in a workplace context. The seminar is interactive and thought provoking. Participants can examine the issue of workplace bullying and analyse and evaluate issues that are involved or can arise. The material contained in the seminar is of equal applicability to employees and employers.

Thurs 1st

Venue L'Derry
Duration 2.5 hours
Start time 10.00 am



Managing Performance

Managing employee performance is a continuous process and involves ensuring that employees are contributing to organisational aims and objectives. This seminar provides practical guidance on how organisations can do this. Participants will also receive direction on how to recognise and deal with unsatisfactory performance when it arises.

Tues 6th

Venue Belfast
Duration 5 hours with a break for lunch
Start time 10.00 am



Conducting Employment Investigations and Handling Discipline and Grievance

This seminar covers the main issues which need to be addressed when conducting an employment investigation and good practice in dealing with disciplinary and grievance issues. It covers all of the material included in the *Conducting Employment Investigations* and *Handling Discipline and Grievance* seminars.

Wed 7th

Venue L'Derry
Duration 5 hours with a break for lunch
Start time 9.30 am

Thurs 15th, Wed 28th

Venue Belfast
Duration 5 hours with a break for lunch
Start time 10.00 am



Workshop on Employment Documentation

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Start time 10.00 am



Family-friendly Working Arrangements

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- adoption leave and pay
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Wed 21st

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Duration 2.5 hours
Start time 10.00 am



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Thurs 22nd

Venue Belfast
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This seminar, aimed at small businesses, will enable participants to:

- distinguish between different types and causes of absence
- understand how to manage and measure absence from work
- reduce absence levels by using appropriate tools
- have an understanding of the legal framework affecting the management of absence

Wed 28th

Venue L'Derry
Duration 2.5 hours
Start time 10.00 am



Handling Redundancy

This seminar is aimed at small employers, employees and their representatives who may have to face or deal with a potential redundancy situation.

It will address issues such as:

- the legal definition of redundancy
- alternative strategies to avoid redundancies
- varying a contract of employment
- redundancy policies and procedures
- alternative work and trial periods
- payments due
- insolvency
- counselling or other assistance

Thurs 29th

Venue Belfast
Duration 2.5 hours
Start time 10.00 am



Conducting Employment Investigations

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reasonableness test if the issue eventually goes to an industrial tribunal.

This seminar is open to anyone who has an interest in or the potential to be involved in an employment investigation such as human resource officers/managers, trade union representatives, line managers, employees or employers.

Other events

LRA hosted events

Presented by Health and Safety Works NI, the government advisory service for small businesses.

Book online: www.lra.org.uk



Health and Safety – managing fire safety in the workplace

Thurs 9 Feb

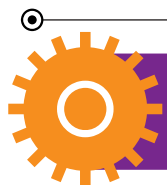
Venue L'Derry
Duration 1.5 hours starting at 10.30 am

This seminar is aimed at small businesses which employ less than 50. It is designed to inform business owners or those in a position of responsibility of the need to complete a fire risk assessment.

This seminar covers the following:

- details of where to get free and confidential advice on health and safety for your business
- information on how to carry out a fire risk assessment
- opportunity to complete a fire risk assessment

A delegate pack will be available which includes the 'Managing fire safety in the workplace' booklet.



Health and Safety Policy and Risk Assessment

Thurs 23 Feb

Venue Belfast
Duration 2 hours starting at 10.00 am

Thurs 8 March

Venue L'Derry
Duration 2 hours starting at 1.00 pm

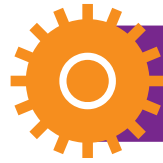
This seminar is aimed at those who are responsible for managing health and safety. It is designed for small business owners or their health and safety representative. It is run by Health and Safety Works NI, which is the government advisory service for small businesses.

This seminar covers the following:

- details on how to complete a Health and Safety Policy
- details on how to complete a Risk Assessment
- opportunity to see examples of a completed Health and Safety Policy and Risk Assessment
- opportunity to complete a Health and Safety Policy and Risk Assessment for your business

Joint events with the Equality Commission for NI

To book call 028 9089 0890 or email edtraining@equalityni.org



Bullying and Harassment at Work

Tues 7th Feb

Venue Equality House, Belfast
Duration 10.00 am – 3.30 pm

Wed 14th March

Venue Technology and Skills Centre, Killyhevlin Industrial Estate, Enniskillen
Duration 10.00 am – 3.30 pm

This seminar aims to look at the closely related issues of bullying and harassment and highlights the differences between the two behaviours. It seeks to place both issues in their legal context and to show how, when incidents of bullying or harassment arise, they can be dealt with effectively.



Flexible Working – a Guide for Employers

Thurs 23rd Feb

Venue The Tullyglass House Hotel, Ballymena
Duration 10.00 am – 1.00 pm

This seminar will aim to provide an overview of employment and equality law in relation to flexible working and family-related leave and pay. It will also outline good practice initiatives adopted by employers across Northern Ireland.



Employing Migrant Workers

Tues 27th March

Venue Equality House, Belfast
Duration 10.00 am – 1.00 pm

The aim of the seminar is to make employers aware of their legal obligations when employing migrant workers.

Help from HM Revenue & Customs

HMRC runs workshop events for employers covering various topics including PAYE, sick pay, maternity pay, etc.

For further details, dates and bookings telephone 0845 603 2691.



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Text Phone: 028 9023 8411
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F: 028 7126 7729

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W: www.lra.org.uk

