



Labour Relations
A G E N C Y
Improving Employment Relations

events
programme
autumn 2010

Is your business small or medium-sized?

Are you aware of the employment issues small and medium-sized businesses need to know about or deal with?

Our seminars are designed specifically with the smaller business in mind.

Free Workplace Advice 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 programme of seminars and workshops 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 events 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...

“The seminar gave me good points of contact in order that I may appropriately address issues in our organisation.”

Louis McVeigh, Ardmonagh Family and Community Group

“Very informative with real life recent examples of when it goes right and wrong for employers and employees.”

Lorraine Thompson, Lough Erne Resort

“Seminar itself was very useful and informative, it highlighted areas I had not yet considered and will be very beneficial to our company.”

Emma Byrne, Premier Crèche Services

“Extremely useful and interesting. Provided a great deal of clarity and food for thought which will be valuable back in the workplace.”

Fiona Stevenson, RQIA

“Excellent material. The programme content gives me the basis to implement/revise existing policies and bring all material I use up to date.”

Liz Harvey, Bridge Street Family Practice

“I found the seminar interesting and factual. Good to get a refresher in good practice and up to date Guidance Documentation also very good.”

Alex Carmichael, Coleraine Borough Council

Learning Pathway for Small Businesses

Is your business small or medium-sized?

Are you aware of the employment issues small and medium-sized businesses need to know about or deal with?

Our seminars are designed specifically with small businesses in mind. We can take you through a learning pathway that will provide you with advice and information on the wide range of employment issues that you will have to face and deal with. When using the learning pathway you start at a seminar which gives a brief introduction to the law relating to employment and then move on to cover modules on fair recruitment and selection; managing absence from work; handling discipline and grievance; conducting employment investigations; and handling redundancy. It also includes a workshop designed to help small businesses prepare employment documentation such as a statement of main terms of employment and disciplinary and grievance procedures.

Most of the modules last for about two hours, except for the workshop which lasts for five hours with a break for lunch.

You can choose to follow the learning pathway through from start to finish or select those topics which you are interested in.

Learning pathway events are coloured **GREEN** on this programme.

Book online:
www.lra.org.uk



September

**Wed
8th**

Venue L'Derry
Duration 2 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.

**Thurs
9th**

Venue Belfast
Duration 2 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.

**Wed
15th**

Venue Belfast
Duration 2 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
21st**

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:

- 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.

**Wed
22nd**

Venue L'Derry
Duration 2 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.

**Wed
29th**

Venue Belfast
Duration 2 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
30th**

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.

October

**Thurs
7th**

Venue Belfast
Duration 2.5 hours
Start time 10.00 am

Taking the fear out of 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
12th**

Venue Belfast
Duration 2 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.

**Wed
13th**

Venue L'Derry
Duration 2 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
14th**

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:

- 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.

**Wed
20th**

Venue L'Derry
Duration 2.5 hours
Start time 10.00 am

Taking the fear out of 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.

**Thurs
21st**

Venue Belfast
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.

**Thurs
28th**

Venue Belfast
Duration 2 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

November

**Tues
2nd**

Venue Belfast
Duration 2 hours
Start time 10.00 am

**NEW
SEMINAR**

Time off from Work

This seminar will include an explanation of family friendly leave, time off to look for work when made redundant and annual leave under the Working Time Regulations.

**Thurs
4th**

Venue Belfast
Duration 2 hours
Start time 10.00 am

Unfair Dismissal – the Law and Practice

Employees have the right to claim unfair dismissal.

- Do you know who can and who cannot claim unfair dismissal?
- Do you know about the statutory procedures and good practice in handling dismissal situations?
- Do you know the remedies for unfair dismissal?

Come to this seminar and find out the answers to these questions and more.

**Thurs
11th**

Venue Belfast
Duration 2 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
11th**

Venue L'Derry
Duration 2 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

**Tues
16th**

Venue Belfast and L'Derry
Duration 5 hours with a break for lunch
Start time 10.00 am in Belfast,
9.30 am in L'Derry

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.

**Wed
17th**

Venue Belfast
Duration 2 hours
Start time 10.00 am

**NEW
SEMINAR**

Annual Review of Employment Legislation

This seminar covers the essential legislative changes and case law from 2010. It also considers the important changes to expect in the employment relations field looking ahead to next year.

**Wed
24th**

Venue L'Derry
Duration 2 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

**Thurs
25th**

Venue Belfast
Duration 2 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
30th**

Venue Belfast
Duration 2 hours
Start time 10.00 am

**NEW
SEMINAR**

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.

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

Implementing Health and Safety – the Basics

Date	Thurs 16 September	Venue	Belfast
Duration	2 hours starting at 10.00 am		
Date	Thurs 7 October	Venue	L'Derry
Duration	2 hours starting at 10.00 am		

This seminar is aimed at either new businesses or those who are unsure as to how to start managing health and safety or understand what the health and safety legal requirements are for businesses.

This seminar covers the following:

- details of where you can get free and confidential advice on health and safety for your business
- Information on what items you are legally required to display
- advice on what records you need to keep and how to record those
- how to complete a Risk Assessment

Health and Safety Policy and Risk Assessment

Date	Tues 9 November	Venue	Belfast
Duration	2 hours starting at 10.00 am		
Date	Thurs 18 November	Venue	L'Derry
Duration	2 hours starting at 10.00 am		

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.

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

Date	Thurs 16 September
Venue	Lough Neagh Discovery Centre, Craigavon
Duration	10.00 am – 3.30 pm
Date	Tues 12 October
Venue	Holiday Inn Express, Antrim
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.

Employing Migrant Workers

Date	Wed 22 September
Venue	The Loft Café Bar, Linen Green, Dungannon
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.

Flexible Working – a Guide for Employers

Date	Wed 20 October
Venue	Equality House, Belfast
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.

HM Revenue & Customs events

To book telephone: 0845 603 2691

Statutory Sick Pay

Date	Wed 1 September
Venue	HMRC, Custom House, Belfast
Duration	9.30 am – 1.00 pm
Date	Thurs 14 October
Venue	HMRC, Custom House, Belfast
Duration	1.30 pm – 4.30 pm

Statutory Maternity, Paternity and Adoption Pay and Leave

Date	Tues 14 September
Venue	HMRC, Custom House, Belfast
Duration	9.30 am – 1.30 pm



2-8 Gordon Street,
Belfast BT1 2LG
T: 028 9032 1442
F: 028 9033 0827
TDD: 028 9023 8411

1-3 Guildhall Street,
Londonderry BT48 6BB
T: 028 7126 9639
F: 028 7126 7729

W: www.lra.org.uk
E: info@lra.org.uk