

Discipline and Grievance

Employment Rights of Migrant Workers

Employment Law made Easy

Bullying in the Workplace

Unfair Dismissal

Family-friendly Working Arrangements

Managing Absence from Work

Workplace Stress

Managing in an Economic Downturn

Conducting Employment Investigations

Fair Recruitment and Selection



Seminar Programme

Autumn 2009

Confident in dealing with employment relations issues
and preventing problems arising in your workplace?
If not, book a FREE place on any of our seminars.

Seminars

1 Managing Absence from Work - Disciplinary or Capability issue?

Date Thursday 29th October 2009
Venue Belfast
Date Tuesday 10th November 2009
Venue L'Derry
Duration 2 hours

- Is your organisation experiencing significant extra cost due to sickness payments?
- Are you paying overtime to cover absent employees?
- Do you have to take on and pay temporary staff to cover absent employees?
- Are high absence levels affecting morale in your organisation?

If your answer to any of the above questions is YES, then this seminar is for you. Come along and find out how to deal with absence and its effects fairly and consistently.

2 Taking the fear out of handling Discipline and Grievance

Date Tuesday 13th October 2009
Venue L'Derry
Date Tuesday 27th October 2009
Venue Belfast
Duration 2 hours 30 minutes

- 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.

3 Managing in an Economic Downturn

Date Tuesday 8th September 2009
Thursday 5th November 2009
Venue Belfast
Date Thursday 19th November 2009
Venue L'Derry
Duration 2 hours

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
- redundancy policies and procedures
- alternative work and trial periods
- payments due
- insolvency
- counselling or other assistance

4 Family-friendly Working Arrangements

Date Thursday 1st October 2009
Venue Belfast
Duration 2 hours

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

5 Conducting Employment Investigations

Date Wednesday 21st October 2009
Venue L'Derry
Duration 2 hours 30 minutes

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.

6 Bullying in the Workplace

Date Tuesday 20th October 2009
Venue Belfast
Duration 2 hours

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.

"The materials and information that I received today were very clear and informative. This has helped to satisfy my learning needs and make it easier for me to apply this knowledge in my business"

Ryan Mc Neill, Franchisee, Subway (Larne). 5th Feb 2009

Book online: www.ira.org.uk

Seminars

7 Unfair Dismissal - the Law and Practice

Date Tuesday 17th November 2009
Venue Belfast
Duration 2 hours

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.

8 Fair Recruitment and Selection

Date Thursday 10th September 2009
Venue L'Derry
Duration 2 hours 30 minutes

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.

9 Employment Law made Easy

Date Wednesday 23rd September 2009
Venue Belfast
Duration 2 hours

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.

"The seminar was excellent as it dealt with issues that were relevant to all types of workplaces. I gained a lot of information from it and a lot of stuff becoming clearer on how to handle different issues"

Patricia Cairns, Personnel Manager, O'Neill's Irish International Sports Co Ltd. 12th March 2009

10 Legal Implications of Workplace Stress

Date Thursday 8th October 2009
Venue Belfast
Duration 2 hours

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.

"I felt this was an excellent seminar and was very surprised to know that it is free - a real bonus to any company - free knowledge!"

Nuala Hamilton, Operations Manager, JMT Direct Ltd. 30th April 2009

11 Employment Rights of Migrant Workers

Date Thursday 26th November 2009
Venue Belfast
Duration 2 hours 30 minutes

- Do you know what your obligations are when employing migrant workers?
- What are the consequences if you don't meet these obligations?

Come to this seminar and find out about the following key issues:

- rights to work depending on country of origin
- employment rights of migrant and resident workers
- enforcement through the Industrial and Fair Employment Tribunals
- main rights of employees only
- main rights of workers and employees
- employment agencies and additional issues
- discrimination
- employment and ending employment.

Book online: www.lra.org.uk



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