



# Seminar Programme

Spring 2010

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.

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# Seminars

## January

## 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 seminar programme will provide you with the information and support you may need to tackle complex employment and human resources issues in your workplace... with each seminar lasting no more than 2 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 ....

**"Another very enjoyable and informative seminar. Plenty of 'food for thought' to take back to the office and my colleagues."**

Julie Bell, Crossgar Food Service

**"Provided clear and relevant information to keep our organisation on right side of the law and best practice."**

Julie Holmes, Extra Care

**"Very clear guidance for employers on issues that may have an impact on the competitiveness of the organisation. Good practice guidelines that employers should follow to maintain their employer brand."**

Claire McIlwaine, McMullen Architectural

**"Good to know they can be accessed at a later date if unforeseen issues arise."**

Jacquie Reid, Ulster Teachers' Union

**"LRA continue to provide excellent seminars which are free. These are invaluable to SMEs."**

Orlagh Darling, OMD Consulting

**"Excellent, timing perfect with just right content."**

Paula McDermott, Diamond Recruitment

**Book online: [www.lra.org.uk](http://www.lra.org.uk)**

Tues 12th

1

**Venue** Belfast  
**Duration** 2 hours  
**Start time** 10.00am

### Introduction to Employment Law

This seminar aims to raise awareness of how the law impacts on employment relations. The seminar identifies the main sources of employment law and provides an overview of the many legal issues that impact on the employment relationship.

Areas covered include: individual rights, for example, holiday entitlement, minimum wage, contracts; collective employment law; and anti-discrimination law.

This seminar may be of particular benefit to small employers, those with people management responsibilities and those who want a general introduction to the subject of employment law.

Tues 19th

2

**Venue** Belfast  
**Duration** 2 hours  
**Start time** 10.00am

Tues 26th

3

**Venue** L'Derry  
**Duration** 2 hours  
**Start time** 10.00am

### 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 28th

4

**Venue** Belfast  
**Duration** 2 hours 30 minutes  
**Start time** 10.00am

### 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.

# Seminars

## February

Thurs 4th

5

**Venue** Belfast  
**Duration** 2 hours  
**Start time** 10.00am

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

Tues 9th

6

**Venue** L'Derry  
**Duration** 2 hours  
**Start time** 10.00am

### 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 10th

7

**Venue** Belfast  
**Duration** 2 hours 30 minutes  
**Start time** 10.00am

### 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 will be relevant to anyone who has an interest in or the potential to be involved in an employment investigation, including human resource officers/managers, trade union representatives, line managers, employees or employers.

Thurs 18th

8

**Venue** L'Derry  
**Duration** 2 hours 30 minutes  
**Start time** 10.00am

### 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 25th

9

**Venue** Belfast  
**Duration** 2 hours  
**Start time** 10.00am

### 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.

**Book online: [www.lra.org.uk](http://www.lra.org.uk)**

# Seminars

## March

Thurs 4th

10

**Venue** Belfast  
**Duration** 2 hours  
**Start time** 10.00am

### 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.

Tues 9th

11

**Venue** L'Derry  
**Duration** 2 hours  
**Start time** 10.00am

Thurs 11th

12

**Venue** Belfast  
**Duration** 2 hours  
**Start time** 10.00am

### Managing Absence from Work - Disciplinary or Capability issue?

- 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.

Thurs 25th

13

**Venue** Belfast  
**Duration** 2 hours  
**Start time** 10.00am

### 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 will be relevant to anyone who has an interest in or the potential to be involved in an employment investigation, including human resource officers/managers, trade union representatives, line managers, employees or employers.

Tues 30th

14

**Venue** L'Derry  
**Duration** 2 hours  
**Start time** 10.00am

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

Wed 31st

15

**Venue** Belfast  
**Duration** 2 hours  
**Start time** 10.00am

### 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

**Book online: [www.lra.org.uk](http://www.lra.org.uk)**

The Agency also participates in events run by The Equality Commission for Northern Ireland and HM Revenue and Customs. It hosts events delivered by Health and Safety Works NI. Please see overleaf for details.

# Booking by Post

Please fax/post this page to the appropriate location  
(see back cover)

I would be interested in attending the following seminars:

Seminar No.	Date
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## Contact Details

Name

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Organisation

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Address

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Postcode

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Tel

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Fax

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Email

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Full time

Part time

No. of employees in organisation

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E-mail: [info@lra.org.uk](mailto:info@lra.org.uk) Website: [www.lra.org.uk](http://www.lra.org.uk)

# Seminars

## Other events

### LRA hosted events

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

#### 16 Implementing Health & Safety- the Basics

**Date** Tues 23rd March

**Venue** Belfast

**Duration** 2 hours

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

**Book online: [www.lra.org.uk](http://www.lra.org.uk)**

### Joint events with the Equality Commission for NI

#### February

Wed 24th

#### Flexible Working - a Guide for Employers

**Venue** Lough Neagh Discovery Centre, Craigavon

**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.

#### March

Thurs 11th

#### Bullying and Harassment at Work

**Venue** Equality House, Belfast

**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.

Thurs 18th

#### Employing Migrant Workers

**Venue** Marketplace Theatre, Armagh

**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.

**Book online: [www.equalityni.org](http://www.equalityni.org)**

### HM Revenue & Customs events

#### Paying Your Employees

All events start at 9.30 am and finish at 3.30 pm unless otherwise stated

#### January

Fri 8th HMRC Custom House Belfast

Mon 11th Ballybot House, Newry

Tue 19th Banbridge Enterprise Centre, Banbridge

Fri 22nd Omagh Enterprise Centre, Omagh

#### February

Thurs 4th HMRC Fern House, Coleraine

Fri 12th HMRC Kilpatrick House Ballymena

Thurs 18th Enniskillen Enterprise Centre, Enniskillen  
10.00 am - 4.00 pm

Thurs 18th HMRC Custom House Belfast

Tue 23rd Lisburn Enterprise Centre, Lisburn

Thurs 25th Broomhill Hotel Londonderry  
10.00 am - 4.00 pm

#### March

Tue 2nd HMRC Marlborough House, Craigavon

Fri 5th Ballybot House, Newry

Wed 31st HMRC Custom House Belfast

#### Statutory Sick Pay

All events start at 9.30 am and finish at 12.45 pm unless otherwise stated

#### January

Tue 12th HMRC Fern House, Coleraine

Tue 12th Lisburn Enterprise Centre, Lisburn

Fri 15th HMRC Custom House Belfast

#### February

Fri 5th Broomhill Hotel Londonderry  
10.00 am - 1.15 pm

Wed 10th Omagh Enterprise Centre, Omagh

Tue 16th Banbridge Enterprise Centre, Banbridge

Wed 24th HMRC Marlborough House, Craigavon

Fri 26th HMRC Kilpatrick House Ballymena

#### March

Thurs 4th Enniskillen Enterprise Centre, Enniskillen  
10.00 am - 1.15 pm

Thurs 11th HMRC Custom House Belfast

Mon 22nd Banbridge Enterprise Centre, Banbridge

#### Statutory Pay And Leave For Maternity, Paternity And Adoption

All events start at 9.30 am and finish at 1.30 pm unless otherwise stated

#### January

Fri 22nd HMRC Custom House Belfast

Tue 26th Omagh Enterprise Centre, Omagh

#### February

Wed 17th Lisburn Enterprise Centre, Lisburn

Thurs 25th Enniskillen Enterprise Centre, Enniskillen  
10.00 am - 2.00 pm

#### March

Fri 12th HMRC Kilpatrick House, Ballymena  
10.00 am - 2.00 pm

Thurs 18th HMRC Marlborough House Craigavon  
10.00 am - 2.00 pm

Tue 23rd HMRC Custom House Belfast

**To book telephone: 0845 603 2691**