

LABOUR RELATIONS AGENCY SEMINAR PROGRAMME

1 January – 31 March 2009

As part of its programme of promoting good employment practice and preventing disputes arising in the workplace, the Labour Relations Agency hosts a series of seminars led by experienced Agency staff. The seminars are designed to raise awareness of the provisions of legislation and to promote and develop good practice in the relevant area. The subjects covered reflect the Agency's experience in dealing with employment disputes through its advisory and dispute resolution services.

These events are held in the Agency's premises in either Belfast or Londonderry. There is no charge for attendance at any of these sessions.

If you would like to book a place on any of the events listed you should contact the Seminar Co-ordinator at the appropriate address listed below by phone/ email. You can also register your interest by post or fax or book online at <http://www.lra.org.uk/index/workshops-and-seminars/seminars.htm>

For Seminars in the Belfast Office

Contact the Seminar Co-ordinator (Belfast Office) Labour Relations Agency, 2-8 Gordon Street, Belfast BT1 2LG Tel. 028 9033 7424 Fax: 028 9033 0827 E-mail: alan.wilson@lra.org.uk

For Seminars in the Regional Office

Contact the Seminar Co-ordinator (Regional Office) Labour Relations Agency, 1-3 Guildhall Street, Londonderry BT48 6BJ Tel: 028 7126 9639 Fax: 028 7126 7729 E-mail: kiera.duddy@lra.org.uk

Seminar 1 - Managing Absence from Work

Belfast Office, 2-8 Gordon Street, Belfast

- **Thursday 29th January 2009 at 10.00am**

Regional Office - 1-3 Guildhall Street, Londonderry

- **Thursday 12th March 2009 at 10.00am**

Absence from work is a problem for most organisations and can have a detrimental impact on productivity, morale and flexibility. It can also be a burden on management time and a significant cost to the organisation through down time, sickness payments, paying temporary replacement staff and overtime payments to cover absent employees.

This seminar is intended to assist anyone dealing with or affected by absence. It raises awareness of how to handle absence in a fair and consistent manner.

The seminar runs for approximately 2 hours.

Seminar 2 - Handling Discipline and Grievance

Belfast Office, 2-8 Gordon Street, Belfast

- **Thursday 22nd January 2009 at 10.00am**

Regional Office - 1-3 Guildhall Street, Londonderry

- **Wednesday 18th February 2009 at 10.00am**

Discipline and grievance issues need to be handled with skill and confidence and is an often feared activity. Handling these issues incorrectly creates an unhelpful atmosphere in the workplace as well as being potentially costly to an organisation if tribunal applications are lodged.

This seminar gives practical guidance on how to manage discipline and grievance issues effectively in the workplace and will be of particular benefit to those in small organisations who have to deal with disciplinary or grievance issues but have limited knowledge of the appropriate standards of good practice.

The seminar runs for approximately 2¹/₂ hours.

Seminar 3 - Work and Families

Belfast office, 2-8 Gordon Street, Belfast

- **Thursday 5th February 2009 at 10.00am**

Regional Office - 1-3 Guildhall Street, Londonderry

- **Thursday 29th January 2009 at 10.00am**

New changes in family friendly practice and procedure have been brought about by the Work and Families (Northern Ireland) Order 2006 and associated regulations. This seminar will update participants with information on the following rights:

- Maternity - leave, pay and keeping in touch days
- Adoption - leave and pay
- Flexible working - the right to request and the duty to consider
- Paternity - leave and pay
- Parental leave
- Time off for dependants

The seminar runs for approximately 2 hours.

Seminar 4 - Handling Redundancy

Belfast Office, 2-8 Gordon Street, Belfast

- **Thursday 5th March 2009 at 10.00am**

Regional Office - 1-3 Guildhall Street, Londonderry

- **Friday 20th February 2009 at 10.00am**

In order to be successful organisations require constant review of products/services and methods of work, and the successful application of new technology. It is inevitable that redeployment of labour and redundancies will sometimes be necessary. A poorly thought out approach to change can result in a level of uncertainty which damages organisational performance and, should redundancies be unavoidable, may lead to financial and emotional costs to the individuals affected.

This seminar deals with the complex issue of redundancy. It incorporates an outline of the statutory dismissal procedure and is aimed at small employers, employees and their representatives who may have to face or deal with a redundancy situation.

The seminar will address such issues as:

- The definition of redundancy
- The duty to consult
- How to avoid redundancies
- Redundancy policies and procedures
- Legal requirements
- Selection criteria
- Alternative work, counselling or other assistance

The seminar runs for approximately 2 hours.

Seminar 5 - An Introduction to Employment Law

Belfast Office, 2-8 Gordon Street, Belfast

- **Thursday 12th February 2009 at 10.00am**

This seminar will raise awareness of the many legal issues that impact on the workplace. The seminar will cover issues at the beginning of employment, during employment (an overview of employee's rights) and ending employment.

This seminar will particularly benefit those in small organisations who have little knowledge of the wide range of legal issues that impact on the workplace.

The seminar runs for approximately 2¹/₂ hours.

Seminar 6- Legal Implications of Workplace Stress

Belfast Office, 2-8 Gordon Street, Belfast

- **Thursday 19th February 2009 at 10.00am**

Stress is fast becoming the largest single medically defined reason for absence from work. It is also, however, 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.

The seminar will last approximately 2¹/₂ hours.

Seminar 7 - Unfair Dismissal - The Law and Practice

Belfast office, 2-8 Gordon Street, Belfast

- **Thursday 26th February 2009 at 10.00am**

This seminar provides an overview of the legislation which provides the right for employees to claim unfair dismissal together with an appreciation of significant case law which has influenced the way industrial tribunals have determined whether a dismissal is deemed to be fair or unfair.

The seminar addresses such matters as:

- the legal definition of dismissal
- who can claim unfair dismissal
- statutory procedures and good practice in handling different
- types of dismissal situations
- remedies for unfair dismissal

In particular the seminar will benefit those in small organisations who have little knowledge of the appropriate laws or standards of good practice which industrial tribunals are likely to expect. It will alert participants of important considerations which could lead to avoidance of allegations of unfair dismissal.

The seminar runs for approximately 2¹/₂ hours

Seminar 8 - Employment Rights of Migrant Workers

Belfast Office, 2-8 Gordon Street, Belfast

- Thursday 19th March 2009 at 10.00am

Following the accession into the European Union of 8 new Member States in May 2004 there has been a steady rise in the number of migrant workers employed in Northern Ireland. It is, indeed, true to say that there are some industries which would be unable to sustain or compete within the Northern Ireland economy without their current levels of overseas/migrant workers. It is therefore important that employers, particularly those who employ migrant workers, are conscious of the general and specific rights of these workers.

This seminar is intended to make employers, employees/workers and their representatives aware of the obligations when employing migrant workers and the consequences of not meeting those obligations.

This will include,

- Rights to work depending on country of origin
- The 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

The seminar will last approximately 2 hours and 30mins.