



GOOD PRACTICE SEMINAR PROGRAMME

1 APRIL 2008 –30 JUNE 2008

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 and workshops 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. Comprehensive documentation is provided at the seminars.

These events are held in the Agency's premises in either Belfast or Londonderry on specified dates. 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 below by phone/email or register your interest by post or fax using the booking format the end of this booklet. Alternatively you can book online at www.lra.org.uk

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

In the event that it is not possible, due to demand, to provide a place for you on your preferred date for a seminar we will contact you to arrange another date. The Agency reserves the right to cancel seminars in the event that there are insufficient bookings.

Block Seminar Bookings

Seminars can be arranged exclusively, on request, for specific groups such as a group of managers or trade union/employee representatives within a particular organisation/group of organisations or industry. Such requests should be made, in writing, to the Director (Advisory Services).

Requests by clients

The Agency will consider providing speakers for groups on any subjects which are in keeping with its aims and objectives. Such requests should be made, in writing, to the Director (Advisory Services).

Facilities for the Disabled

The Labour Relations Agency's premises have wheelchair access and toilets for disabled persons. Assistance for those with special needs (for example, hearing or learning difficulties) can be arranged by the Agency on request to the Seminar Co-ordinator

In these seminars legal information is provided for guidance only and should not be regarded as an authoritative interpretation of the law. Such an interpretation can only be given by a tribunal/court in the particular circumstances which apply.

Seminar 1 - Managing Absence from Work

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

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.

The seminar 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 2 ½ hours.

Seminar 3 - Work and Families

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 - Bullying in the Workplace

This seminar is essentially 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 giving participants a chance to examine the issue of workplace bullying.

The seminar will be useful to anyone in employment, regardless of their gender, race, religion, disability, age, sexual orientation, rank or status.

The material contained in the seminar is of equal applicability to employees and employers.

The seminar runs for approximately 2 hours.

Seminar 5 - Handling 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.

The seminar runs for approximately 2 ½ hours.

Seminar 6 – Understanding Negotiation

Many interactions in a professional environment involve a series of negotiations whose outcome could be the difference between success and failure.

In this seminar you will acquire the knowledge to develop negotiating skills crucial to achieving desired results and building strong relationships.

The seminar runs for approximately 2 ½ hours.

Seminar 7 - An Introduction to Employment Law

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 2 ½ hours.

Seminar 8- Legal Implications of Workplace Stress

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 2 ½ hours.

Seminar 9 – Information and Consultation

In April 2005 new legal requirements came into force regarding rules on informing and consulting employees in organisations of a particular size on matters affecting their employment. This is the first piece of legislation in the UK which addresses the issues of information and consultation as a collective issue and therefore represents a significant change and challenge to many organisations in Northern Ireland.

The Regulations apply according to the size of the undertaking. The size threshold in April 2008 will be 50 + employees.

The seminar will be of particular interest to:

- employers near or over the size threshold
- employees who wish to make a valid request for information and consultation mechanisms to be put in place and
- trade union officials (lay and full time) who wish to assess the impact of the Regulations on pre-existing collective bargaining machinery.

The seminar will last approximately 1 ½ hour.

SEMINAR DATES FOR BELFAST OFFICE

No	SEMINAR	APRIL	MAY	JUNE
1	Managing Absence from Work	Tuesday 15th		
2	Handling Discipline and Grievance	Tuesday 29th		Thursday 19th
3	Work and Families		Thursday 15th	
4	Bullying in the Workplace		Friday 23rd	
5	Handling Employment Investigations		Thursday 8th	
6	Understanding Negotiation			Thursday 12th
7	An Introduction to Employment Law		Tuesday 20th	
8	Legal Implications of Workplace Stress		10.00am Tuesday 27th	
9	Information and Consultation	Thursday 17th	2.00pm Tuesday 27th	

SEMINAR DATES FOR REGIONAL OFFICE

No	SEMINAR	APRIL	MAY	JUNE
1	Managing Absence from Work		Wednesday 21st	
2	Handling Discipline and Grievance		Wednesday 14th	
4	Bullying in the Workplace			Tuesday 17th
5	Handling Employment Investigations	Friday 25th		
6	Understanding Negotiation		Wednesday 28th	
7	An Introduction to Employment Law	Wednesday 16th		
8	Legal Implications of Workplace Stress			Wednesday 25th

Detach this page if booking by post

I would be interested in attending the seminars as follows:

Seminar No. _____ Date _____ Location _____

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Seminar No. _____ Date _____ Location _____

Seminar No. _____ Date _____ Location _____

Seminar No. _____ Date _____ Location _____

Name: _____

Organisation: _____

Address: _____

Post Code: _____ Tel. No: _____ Fax: _____

E-Mail address: _____

Number of employees in organisation: Full-time _____ Part-time _____

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If you prefer you can also register on-line at

<http://www.lra.org.uk/index/workshops-and-seminars/seminars.htm>