



# Ensuring Compliance

## Essential HR and Employment Law Training



### Introduction

Understanding the complex area of employment law can be difficult and often business leaders are unsure about their rights and responsibilities when it comes to staff management. In this course, we will give you an overview of the legal framework governing UK employment law and furnish you with practical advice and guidance for your business.



### Course Duration

SSG offer this course over one day.



### Who Should Attend

- SME Owners, Directors and Senior Managers
- Start-up Businesses
- Office support without HR background



### Course Programme

The course will be broken down into the following modules:

- Contracts and Policy Development
- Employment Law Basics
- Record Keeping
- How to avoid Employment Tribunal Claims

On completion of the course delegates will be able to:

- Understand the structure of the UK Employment Law system
- Cite basic employment rights of their staff
- Put in place safeguards to avoid employment law tribunals
- Benefit from a full employment law update (recent legislative changes and case law)
- Identify knowledge gaps and how to address these
- Appreciate the difference between policies and procedures
- Understand the principles of Data Protection and their legislative obligations
- Review their own data management systems to ensure compliance



## Certification and Assessment

Attendance certificates will be issued after course completion and are valid for three years. It is recommended that certification is renewed every three years to ensure that those persons responsible are kept up to date with best practices.



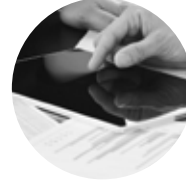
## Suggested Follow on and Complementary Courses



Improving  
Performance



Inspiring  
Leaders



Overcoming  
Challenges