



Employment Law Basics

Essential HR and Employment Law Training



Introduction

Do you understand basic employment rights? Your obligations towards your staff ... and theirs to you? We bust common Employment Law myths, provide you with useful case studies from recent tribunal cases and enable you to confidently apply your knowledge.



Course Duration

SSG offer this module as part of a full or half day course.



Who Should Attend

- SME Owners, Directors and Senior Managers
- Team Leaders and Supervisors

This module works best when teamed with our 'Contracts and Policies' session.



Course Programme

The course will be broken down into the following modules:

- What makes employment law (types of legislation/regulation)
- Basic employment rights
- Your main policies and procedures
- Why it is important to follow the rules
- Employment Tribunals, types of claims and penalties

On completion of the course delegates will be able to:

- Identify the ideal structure most suited to their business
- Pinpoint changes they will have to make
- Decide how to achieve these changes
- Benefit from advice and guidance provided by the group and course tutor
- Agree on an action plan of development and capability management



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

This module can be combined with other subjects for a half or full day course. Please contact our Customer Service Team for more information.