



ADVANCE 2012 TRAINING DIRECTORY

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“Very good course
– impressed with all aspects”

Specsavers Optical Group

WELCOME TO ADVANCE

We are delighted to present our training directory for 2012 which we hope will be useful for all your employment law training needs. The details you will find in the directory are course overviews, for full programme details please contact us. All our training courses can be run in-house using your organisations policies and procedures and can be tailored to cover the issues and challenges your organisation faces.

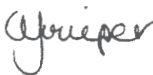
Advance is the training arm of DLA Piper, a leading international law firm. Over the last 16 years thousands of HR professionals and line managers have benefited from our training delivered through a number of mediums. We provide public training courses, giving you the opportunity to network with other professionals, and/or in-house, tailor-made programmes developed to your organisation's needs.

We have designed our programmes to help you and your organisation to keep abreast of employment law changes and more importantly make you aware of the impact the changes will have. Our courses not only provide you with the essential legal information you are required to know but the speakers are also able to give you practical advice. We offer employment training throughout the year to public and private organisations.

In 2011, the firm continued to expand and now has a large presence in Australia. We would like to bring to your attention some of the new programmes we have developed for 2012; Australian Employment Law; African Employment Law; US Employment Law; China, Hong Kong and Japan Employment Law; Social Media in the Workplace and Discrimination Update including the Equality Act, Age Discrimination and Managing Retirement.

If we have a particularly high subscription for certain courses we may run additional dates throughout the year so please do call us if you are unable to attend on one of the published dates. We do run additional briefings throughout the year so we suggest you look at our website regularly www.dlapiper.com/advance.

We look forward to welcoming you on a course in the near future. If you have any comments to make about Advance, please do not hesitate to contact one of us.



Anna Juniper

Head of External Training, London

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Rachel Cook

Head of External Training, Manchester

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HOW TO CONTACT US



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advance@dlapiper.com



www.dlapiper.com/advance

All these courses can be tailor-made for your organisation and delivered in-house

DLA PIPER – THE FIRM

EMPLOYMENT, PENSIONS AND BENEFITS GROUP

DLA Piper's Employment, Pensions and Benefits Group is a market leading global practice with a strong reputation for delivering solutions-based advice and supporting clients in the day-to-day management of their people legal issues and risk.

It includes over 250 specialist lawyers, 100 of which are in the UK, working globally on a strategic and operational level on both contentious and non-contentious matters across the private and public sectors. The group advises on all areas of employment, trade union and employee relations, discrimination and diversity management, pensions, employee benefits and reward legal issues.

Our Pensions and Benefits team is a leading scheme advisory practice dealing with all aspects of pension scheme regulation, management and restructuring. We have acted on some of the largest scheme mergers in the UK. We advise on reward structures and have the added benefit of an in-house benchmarking capability.

OFFICE LOCATIONS

Africa

Egypt • Ghana • Kenya • South Africa
Tanzania • Zambia

Americas

Brazil • Latin America • United States

Asia Pacific

Australia • China • Hong Kong • Japan
New Zealand • Singapore • Thailand

Europe

Austria • Belgium • Bosnia-Herzegovina
Croatia • Czech Republic • France
Georgia • Germany • Hungary • Italy
Netherlands • Norway • Poland • Romania
Russia • Slovak Republic • Spain • Sweden
Turkey • Ukraine • United Kingdom

Middle East

Bahrain • Kuwait • Oman • Qatar • Saudi
Arabia • UAE – Abu Dhabi • UAE – Dubai

HOW TO CONTACT US

For further details regarding the Employment, Pensions and Benefits Group, uKnow or HR Exclusive please contact Ranjit Dhillon:



0121 262 5940



ranjit.dhillon@dlapiper.com



www.dlapiper.com

INNOVATION

UKNOW

uKNOW is DLA Piper's online international employment, pensions and business culture information service, designed exclusively for our multi-national clients. Accessed through a secure web-site, uKNOW gives you quick and easy access to valuable legal and business analysis.

Key facts:

- Our global expertise provides international clients with access to legal analysis and business culture know-how
- Analysis on how each country regulates employment and pension issues
- Regularly updated and always expanding with the addition of new jurisdictions
- Comparative functionality enables you to analyse information for two jurisdictions simultaneously
- Over 30 jurisdictions already covered on the site
- Register for updates on news, legal resources and upcoming seminars

To receive a free 30 day trial, speak to your principal DLA Piper contact or simply email uknow@dlapiper.com

HR EXCLUSIVE

HR Exclusive is DLA Piper's online service for businesses operating in the UK offering a one-stop shop for up-to-the-minute news alerts, employment and pension law updates, guidance and checklists. This is available exclusively to our key UK clients.

Key features of the site are:

- **Breaking news:** gives you easy and up-to-date access to significant employment and pension law news.
- **New this month:** gives you instant access to the latest editions of Be Aware, Be Inclusive and Be Alert.
- **Be Current:** allows you to select any of our EP&B publications Be Aware, Be Inclusive and Be Alert and Breaking News with one click.
- **Be Expert:** gives you easy access to best practice guides, checklists and essential facts and figures.
- **Contacts:** how to contact DLA Piper employment and pension lawyers for further advice

HR Exclusive is an invaluable resource for your business, backed up by the expertise and experience of DLA Piper's Employment, Pensions and Benefits team.

HOW TO CONTACT US

For further details regarding the Employment, Pensions and Benefits Team, uKnow or HR Exclusive please contact Ranjit Dhillon:



0121 262 5940



ranjit.dhillon@dlapiper.com



www.dlapiper.com

KNOWING YOUR TWEET FROM YOUR TREND

A free report based on an in-depth study into how social media is used in the workplace and breaks down the opportunities and challenges employers face. For your free copy, email: ranjit.dhillon@dlapiper.com



Follow the EP&B group on twitter
http://twitter.com/#!/dla_piper_epb

ABOUT ADVANCE

We provide courses, seminars and conferences for HR professionals and line managers who attend from both private and public sector organisations. Our courses are highly valued and a large number of delegates and organisations are repeat bookers.

Our training programmes not only help HR professionals in their day to day roles but also help senior executives and operational managers increase their understanding of how legislation and regulation affects the way they manage their business. Our seminar style programmes are interactive, covering the practical impacts of current and future legislation and case decisions. Our courses are led by experienced lecturers who are at the front line both as practising lawyers and HR professionals.

About our cpd qualification



All our courses have Solicitors Regulation Authority (SRA) CPD credit. Below is an extract from the assessor's report:

"This is a high-quality and relevant course which is professionally run and supported by good quality course materials.

The speakers are experienced and knowledgeable. The venue and the administration were also of a high standard.

All in all this was a well-planned, interesting and well-placed course which deserves approval."

WHY US?

- Operational for 16 years
- Law Society accredited courses qualify for personnel professional development hours
- 96% of delegates rated our courses excellent or good
- Numbers limited to ensure maximum delegate satisfaction
- Money-back guarantee in the unlikely event of the course failing to meet expectation
- All trainers are practising lawyers or HR consultants who understand the practicalities of the law
- Coursebooks are written by an HR specialist
- All our courses are complemented with programme, coursebook, checklists and summaries, comprehensive slides and interactive case studies

"Great course, it covered loads and the speaker was very knowledgeable"

Dow Jones

HOW TO CONTACT US



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advance@dlapiper.com



www.dlapiper.com/advance

All these courses can be tailor-made for your organisation and delivered in-house

OUR SPEAKERS

We have a large bank of experienced and knowledgeable trainers across the country, ranging from DLA Piper's own practising lawyers to highly skilled independent HR consultants.

We deliver training to a wide variety of organisations. Each trainer comes with a breadth of general procedures and practice as well as individual expertise. This means we can carefully choose the right trainer to meet your training requirements and pitch the training at the appropriate level for your audience. Below are biographies of some of your favourite speakers:

Mary Clarke Partner, Employment Law, DLA Piper
Mary acts as senior adviser for several major employers on all aspects of employment law. She specialises in employment contract variations and workforce involvement, TUPE transfers and discrimination issues. She regularly conducts in-house training programmes for HR, line and operational management and is a very experienced employment law trainer.

Jonathan Hearn Legal Director, DLA Piper
Jonathan works in all areas of employment law advising employers on transactions and HR policy, running litigation and leading in-house training programmes. He has acted in numerous outsourcing projects, for customers, contractors and project companies, from invitation to tender. Jonathan's work in these and other TUPE transactions has involved representation, negotiation, the drafting of contractual terms and specific advice about the rules and tactics of collective consultation. He is also one of our most experienced employment law trainers.

Brian Campbell Legal Director, DLA Piper

Brian is involved in many areas of employment law, both contentious and non-contentious. He advises on contractual issues, business transfers, change management, restructuring and dealing with absence and discipline. He has a strong public and private sector client base. Brian is an experienced employment tribunal advocate and regularly appears in employment tribunals and the EAT.

Mike Burns Partner, Manchester

Mike has experience of dealing with the impact of TUPE on all types of commercial transactions such as acquisitions and disposals, insolvency purchases and outsourcing (acting for both contractors and clients). He has advised on all stages from effective due diligence at the beginning of a project, consultation with trade union or employee representatives and dealing with any collective or individual claims post completion. He is a regular speaker at training events.

Elizabeth Miller Consultant, DLA Piper

Elizabeth qualified as a lawyer in 2001. She was a lawyer with DLA Piper until 2005. Elizabeth now lectures for John Moores University and is a regular trainer for Advance external and in-house training courses.

Vincent Reston Consultant, DLA Piper

Vincent qualified as a lawyer in 1987 and was an Associate with DLA Piper from 1996 until 2006. Vincent now works as a consultant and is a regular trainer for Advance external and in-house training courses.

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EMPLOYMENT LAW SUMMER SCHOOL



NEW COLLEGE, OXFORD

18-21 SEPTEMBER 2012

This year the Summer School will be returning to Oxford and delegates will be given the opportunity to study at the amazing New College. Please join us for our 11th annual Summer School.

The Summer School continues to grow and exceed delegate expectations. As a testament to the quality of the course, a number of organisations send delegates year after year for their annual employment law update.

The Summer School was developed because we recognise that so many people find it difficult to make the time to study the many changes in employment law and how they may affect your workplace.

The benefit of the Summer School is that it is an intensive programme away from the usual distractions. The added benefit of the full programme is the opportunity to meet other HR professionals in a relaxed environment and to learn from their different experiences.

Bring your team!

Group discounts apply and seminar rooms can be made available for team building exercises.

“The summer school was very useful. I was pleased to find that it had a pragmatic approach. Good to have dedicated time to look at the issues”

British Museum

“Great experience in an inspiring learning environment. Knowledgeable environment and interesting speakers – would definitely recommend it”

East Sussex County Council

“Excellent course content, delivered well, great environment”

Simon Carves Engineering Ltd



**Manchester
Metropolitan
University**
— Business
School —

This course is recognised by Manchester Metropolitan University and may fulfil Accreditation of Prior Learning (APL) or CPD prerequisites for entry on to postgraduate HRM courses at the Business School.

FEES AND DATES

New College, Oxford 18-21 September 2012

Early booking (before 1 May 2012) £1,500 +VAT

Standard price £1,750 +VAT

Multiple discounts apply – please contact us for details

HOW TO BOOK

 020 7796 6632

 0161 235 4505

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 www.dlapiper.com/advance

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“Very well organised, slick and pitched at the right level for audience”
Dynamic speakers with a good humoured, practical, commercial approach”

DPP LLP

EMPLOYMENT LAW SUMMER SCHOOL



CONTINUED

Some of the many reasons that this Summer School has proved so popular:

- All inclusive residential Summer School at one of Oxford's best known and most beautiful colleges
- Expert and popular course tutors
- A mixture of lectures, case studies and workshops with ample opportunity to question the lecturers both in class and informally during the social programme
- Unique 'Rapid Fire Sessions'. Your chance to choose the topics covered and make sure your pressing employment law issues are tackled!
- Full and comprehensive notes are provided which will act as an invaluable reference tool when you get back to the office
- Many of our delegates come back year after year
- A full and varied social programme has been designed to complement your stay in Oxford and to give you a great chance to meet your peer group
- Following attendance each delegate will receive a specially designed Certificate of Attendance

“A very informative relaxed learning environment at a fantastic venue. Thoroughly enjoyable.”

OPAL (Talk Talk Group)

“Very good value for money, very practical commercial advice. Really enjoyable meeting others peers in HR. Very much enjoyed social programme and the wonderful setting at New College”

Airwave

“Thoroughly enjoyable; great atmosphere to learn; knowledgeable presenters and issues dealt with at a fast but in the main appropriate pace”


Aberdeen City Council

“Very informative and quick overview which is extremely useful. I particularly liked the commercial approach”

Crown Paints

CONTACT US FOR A FULL PROGRAMME

For a full programme details please contact **Anna Juniper** or **Rachel Cook** and request the brochure

 Anna **020 7796 6632**
Rachel **0161 235 4545**

 Anna anna.juniper@dlapiper.com
Rachel rachel.cook@dlapiper.com



SOCIAL MEDIA IN THE WORKPLACE



This workshop aims to help businesses identify and address the workplace issues that arise and balance legal requirements with practical management.

The workshop will identify and manage the wealth of workplace issues created by the rise of social media in the workplace. With many businesses keen to encourage the use of social media to get ahead with their digital strategy and individuals increasingly engaging and sharing their personal lives and opinions through social media sites, social media and time online are now part of the day to day lives of many.

Alongside the new business opportunities come abuse and misuse. It is harder than ever to separate the professional and private lives of employees.

“Highly informative trainer – dealt with all the questions very effectively”

Otter Controls Limited

PROGRAMME

09.30 Registration

11.00 Coffee

13.00 Lunch

15.00 Coffee

16.30 Close

Topics covered include:

- Encouraging business use without permitting misuse
- Separating personal and business relevant activities
- How far can what an employee says and does online outside of work be considered and managed by employers?
- Social media policies
- Monitoring employees online – data protection and other issues influencing what an employer can and cannot legitimately do
- Detection; prevention and management of misuse:
 - Investigation
 - Disciplinary processes
 - Making a fair decision
- Cyber bullying and harassment
 - Is the employer responsible?
 - Dealing with grievances
- Responding to criminal and other unlawful activity – child protection, and other regulatory issues

FEES AND DATES

London 2 May 2012

Manchester 20 April 2012

Standard price £349 +VAT

Multiple discounts apply – please contact us for details

HOW TO BOOK

 0161 235 4545

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All these courses can be tailor-made for your organisation and delivered in-house

PLC DIRECTORS' LIABILITIES



A PLC Director has always been subject to an array of duties. These can arise from statute, case law, regulations and corporate governance. No director can afford not to understand the implications of their own personal liability when operating a board.

With a commercial focus, and an eye very firmly on the markets, this course has been designed to pinpoint areas where directors may currently be considering their options and help them navigate their way through the issues. It offers directors advice and guidance on how to achieve their goals within the bounds of the law and the constraints of the economic climate and addresses the following:

How do you deal with potential conflicts of interest?

All directors need to be aware of the new rules on conflict of interest, especially in an environment of increasing shareholder challenges.

How do you remove a rogue director?

All directors need to understand the extent and limits of their powers in resolving boardroom disputes.

How do you avoid wrongful trading?

Each director must ensure they know the warning signs for wrongful trading and what steps to take when this is becoming an issue.

What should your insurance policies look like?

Directors and officers insurance in an area often neglected by directors at their peril. This course looks at who should check the terms and scope of cover at the outset.

PROGRAMME

- 12.30 Lunch
-
- 13.30 Introduction
-
- 13.35 How do you deal with potential conflicts?
-
- 14.15 How do you deal with a rogue director?
- What are the powers available to the Board?
 - What are the practical issues?
-
- 14.45 Tea
-
- 14.55 How do you avoid wrongful trading?
- The shift in duties when at risk of insolvency
 - A distressed entity – the directors' role and obligations
-
- 15.45 D&O liability insurance
- Why is it important?
 - What it covers and what it doesn't cover?
 - How do you improve your cover next time it comes up for renewal?
-
- 16.45 Workshop focussing on the challenges of
- Preventing and detecting fraudulent conduct
 - Ensuring effective compliance systems and robust controls
-
- 17.30 Questions and close

Please contact us for full programme details

FEES AND DATES

London 30 April 2012 • 21 November 2012

Standard price £349 +VAT

Multiple discounts apply – please contact us for details

HOW TO BOOK

- 0161 235 4545
- 0161 235 4505
- advance@dlapiper.com
- www.dlapiper.com/advance

All these courses can be tailor-made for your organisation and delivered in-house

RESTRUCTURING, REDUNDANCY AND CONTRACT VARIATION



This is a practical one day course for HR professionals considering workforce changes. Throughout the day the trainer will work through real life case studies. The programme will deal with the different legal questions about how and when you must commence a consultation.

ACAS have recently announced that tribunal claims have risen due to lack of experience in dealing with redundancy related issues. Workforce restructuring is increasingly necessary. Outsourcing, downsizing and disposals continue across all market sectors and there can be few organisations today that have managed to avoid making redundancies or have not gone through a reorganisation at some stage. Even if your company is not facing immediate workforce changes it is important that you understand the vast amount of employment legislation and case law so that you can act immediately. We are seeing various responses to the current recession, in our work advising employers on employment and pensions issues.

These include:

- Those employers seeking to weather the storm, and make no substantial changes
- Those who make redundancies
- Those who seek to achieve major variations to employees' contracts, perhaps against the backdrop of actual or threatened redundancies
- Those who are trying other ways to make people-related costs savings, while trying to avoid redundancy or significant permanent contract variations

PROGRAMME

09.00 Registration

09.30 Introduction and start

11.00 Coffee

13.00 Lunch

15.00 Coffee

Topics covered include:

- Apart from redundancies, how can we reduce our spending on people?
- What amounts to a "redundancy" situation?
- Redundancy consultation with affected individuals
- If selection is necessary in a redundancy situation, how should it be conducted?
- Redundancy pay
- Searching for "suitable alternative employment," for employees who are redundant
- Redundancy during maternity leave
- Collective consultation
- Contracts of employment

16.30 Close

Please contact us for full programme details

FEES AND DATES

Manchester 14 March 2012 • 27 November 2012

Glasgow 21 March 2012 • 1 November 2012

London 22 March 2011 • 21 November 2012

Standard price £349 +VAT

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INTERNATIONAL EMPLOYMENT LAW



Each course – 3 cpd

These half-day seminars have been designed for HR professionals and in-house lawyers who need to know about employment law in another jurisdiction. The workshop format will:

- Offer an opportunity to learn about the key employment laws in the different countries
- Ensure that you are aware of the key differences between UK employment law and other jurisdictions
- Enable you to ask questions and hear first-hand from a lawyer practising in the chosen country

Each of the courses will be led by a practising lawyer from the specific jurisdiction.

“Very good course, I liked being in a small group that enabled discussion”

TSYS International

SEPARATELY BOOKABLE HALF-DAY COURSES ON KEY JURISDICTIONS

(2012 dates)

Italy 7 March (am) • 31 October (am)

Spain 7 March (pm) • 31 October (pm)

Germany 15 March (am) • 17 October (am)

France 15 March (pm) • 17 October (pm)

Expatriate Employment – deploying internationally mobile staff

16 March (pm) • 14 November (pm)

Holland 19 April (am) • 7 November (am)

Scandinavia 19 April (pm) • 7 November (pm)

Ireland 15 May (am) • 20 November (am)

Belgium 15 May (pm) • 20 November (pm)

Dubai and the UAE

8 May (pm) • 27 November (pm)

Australia 27 March • 15 November

China, Hong Kong and Japan

18 April • 28 November

US 25 April • 8 November

Africa 9 March (am) • 26 October (am)

FEES

Standard price per course £299 +VAT

Save money by booking on multiple seminars – for more details request a copy of the International brochure

HOW TO BOOK

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“All the overseas employment law events have been an excellent short introduction to the subject and have been well presented, highlighting the key areas for attention and concern”

ENER-G

INTERNATIONAL EMPLOYMENT LAW



CONTINUED

Each course – 3 cpd

PROGRAMME

AM course:

09.30 – 12.30 followed by lunch

PM course:

Lunch at 12:30 Course starts at 13:30 – 16:30

Hiring procedure

- Sources of law
- Employment contracts
- Collective bargaining agreements
- Statutes pay and benefits
- Salary
- Bonus schemes
- Stock options
- Pensions
- Holidays

Working time

- Working Time Act
- Part-time work

Maternity

- Maternity rights
- Maternity leave
- Parental leave
- Maternity protection

Disability

Equal opportunities and discrimination

Works councils

- Personal matters
- Economic matters
- Social matters

Individual dismissal

- Notice periods
- Action against unfair dismissal

Collective dismissal

- Definition
- Procedure

“Very good, would recommend”

Linpac Packaging

“Great, the course covered loads and the speaker was very knowledgeable”

Dow Jones

FEES

Standard price per course £299 +VAT

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FOUR NEW HALF DAY COURSES FOR 2012

In response to increased requests to advise on jurisdictions around the world, and reflecting the truly Global nature of DLA Piper, we propose running four half day course on the following jurisdictions:

- Australia
- US
- China, Hong Kong and Japan
- Africa

These sessions will take the same format as the other courses. To help reduce DLA Piper's carbon footprint, these four sessions will be run as video conferences, based at our London offices.

Run by partners from each of the jurisdictions, numbers will be limited to maintain the intimate feel appreciated by delegates who attend these sessions.

“Very interesting course – learnt a lot”

Marriott Hotel International

EXPATRIATE EMPLOYMENT – DEPLOYING INTERNATIONALLY MOBILE STAFF

Arranging the international postings of top management team members is one of the key challenges every multi-national company faces.

Managing that talent is critical; rewarding and retaining senior staff; whilst keeping a firm grasp on the legal and tax issues, is essential.

Our Employment Pensions and Benefits (EPB) team and tax team have joined to create an integrated multidisciplinary partnership to share legal analysis, business culture know how and the latest updates.

Offering valuable insight in their respective areas, our speakers will answer your questions, address the essential issues and give practical advice when it comes to international assignments.

Speakers will be Jonathan Exten-Wright, Partner, EPB – DLA Piper and Lynda Finan, Senior Professional Support Lawyer, Tax – DLA Piper.

“Very good – impressed with all aspects”

Specsavers Optical Group



US SEMINARS PALO ALTO • SAN DIEGO • WASHINGTON DC • NEW YORK – NOV 2012

Key Labor Law issues for Europe, Asia, South America and The Middle East

As companies become increasingly global, there is a growing need for their in-house counsel to be knowledgeable of labor law issues in other jurisdictions. This workshop conducted by leading

labor lawyers will provide an overview and comparison of key labor law issues using a case study and will focus on the essential differences from US labor law. For more information please call Rachel Cook on 0161 235 4562 or email rachel.cook@dlapiper.com.

HANDLING DISCIPLINE AND GRIEVANCE ISSUES/ MANAGING INVESTIGATIONS



It is increasingly important for an employer when facing a tribunal case to be able to illustrate that they have conducted a full and fair investigation into complaints about and by an employee.

Investigations can be time consuming and complicated. This course will provide an understanding of the legal and best practice requirements for conducting an investigation – how thorough does the investigation have to be? – Together with practical skills about how the investigation can best be carried out. This is important when carrying out a disciplinary procedure or a capability or absence hearing or investigation.

At the end of this programme delegates will be able to:

- Understand all the steps which must be taken when conducting investigations and disciplinary hearings
- Analyse evidence objectively and reach sound conclusions based on the facts available
- Feel totally confident about investigating misconduct and carrying out disciplinary hearings

If you wanted to run this course in house you could always add actors to the programme and develop the case studies into role play scenarios.

PROGRAMME

09.00 Registration

09.30 Introduction

Disciplinary procedures

11.00 Coffee

Conducting an investigation – the general principles

12.30 Lunch

13.30 Conducting an investigation

- The practice
 - I practical preliminary issues*
 - II preparing for the investigation*

Conducting the investigatory interview

- Key pointers
- Setting the scene
- Setting the tone
- Listening and probing
- Keeping cool
- Adjournment
- Concluding the interview

15.15 Tea

15.30 Deciding whether disciplinary proceedings are appropriate

16.30 Close

Please contact us for full programme details

FEES AND DATES

London 20 March 2012 • 18 October 2012
Manchester 2 May 2012 • 29 November 2012
Glasgow 10 May 2012 • 1 November 2012

Standard price £349 +VAT

Multiple discounts apply – please contact us for details

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HARASSMENT AND BULLYING/ MANAGING SENSITIVE ISSUES



With workplace harassment being one of the major causes of stress in the workplace, costing employers more than £2bn per year in sick pay, staff turnover and reduced productivity, in the current economic climate, organisations can ill afford to ignore the latest legislation.

Under the Equality Act 2010, employer liability for harassment suffered by an employee due to the actions of a 3rd party (such as a customer or client) has been extended. Can employers be held liable for harassment that takes place during a work related social event? When an employee's claim of harassment turns out to be unfounded, can they be disciplined for raising a grievance/claim? Throughout the one day course, experienced law professionals answer these questions and many more and explain the latest developments in employment legislation and their implications in terms of policies procedures and monitoring.

Having gone through the legislation, you know how important it is to deal with personal issues at work – but how do you deal with them in practice? Can you prevent a delicate situation from escalating into a crisis and/or tribunal claim? The second half of this programme will consider the practical interpersonal skills needed to pre-empt and defuse potential disputes.

This one-day programme will look at both the legal and practical aspects of dealing with harassment and bullying and managing sensitive issues in the workplace. The course will cover practical guidance and will use a number of case studies throughout the day.

PROGRAMME

- 09.00 Registration
- 09.30 What is bullying and harassment?
Review of discrimination law
Other legal liability
- 11.15 Coffee
- 11.30 Investigating allegations of bullying and harassment
Updating bullying and harassment policies
- 13.00 Lunch
- 13.45 Managing sensitive issues
Case studies
- 15.00 Coffee
- 11.15 How should you go about tackling difficult situations?
The framework for conducting an investigation
Case studies
- 16.30 Questions, answers and conclusions

Please contact us for full programme details

FEES AND DATES

Glasgow 27 March 2012 • 21 November 2012
London 17 May 2012 • 22 November 2012
Manchester 24 May 2012 • 16 November 2012

Standard price £349 +VAT

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All these courses can be tailor-made for your organisation and delivered in-house

EMPLOYMENT TRIBUNALS AND WITNESS TRAINING



The practical programme helps you to understand thoroughly how employment tribunals are conducted and how you can deal with employment tribunals hearings with confidence.

Statistics have revealed that employment tribunal claims have risen by 40%. When facing a tribunal claim it is important to know how to deal with a claim and whether to defend or opt for settlement. As well as bringing you up to date with tribunal procedure there will be an opportunity for interactive role play in a mock tribunal.

The mock tribunal will cover all the content in the course in a practical, real life scenario. The group will be split in to applicants and respondents and you will receive the scenario prior to the course.

At an employment tribunal you only have once change to make your point – to make it well requires both confidence, experience and the right techniques in stating your side of the argument.

This practical programme will:

- Familiarise you with tribunal procedure
- Prepare you for presenting your case at an employment tribunal
- Bring you up to date on the tribunal rules and procedure
- Give you tips and strategies for dealing with employment disputes including the role of ACAS

PROGRAMME

09.00 Registration

09.30 Introduction

Tribunal practice and procedure

- Disclosure and preparing the tribunal bundle
- Witness evidence

11.15 Coffee

11.30 Tactics employment litigation

How to win at tribunals and alternative dispute resolution

Witness preparation

- Drafting witness statements
- Language and cross examination

13.00 Lunch

14.00 Mock tribunal

15.00 Tea

15.15 Mock tribunal continued

16.30 Close

Please contact us for full programme details

FEES AND DATES

Glasgow 2 May 2012 • 13 November 2012
Manchester 12 June 2012 • 15 November 2012
London 19 June 2012 • 29 November 2012

Standard price £349 +VAT

Multiple discounts apply – please contact us for details

HOW TO BOOK

 0161 235 4545

 0161 235 4505

 advance@dlapiper.com

 www.dlapiper.com/advance

All these courses can be tailor-made for your organisation and delivered in-house

TUPE TACTICS



TUPE remains one of the most difficult pieces of legislation to interpret, affecting not only personnel and HR professionals, but also financial and commercial directors and in-house legal counsel. With related rules seeking to outlaw the two-tier workforce TUPE is also of key importance to the public sector and those involved in public sector outsourcing.

This one-day course will explain the basics of TUPE law, together with an update on the new regulations. New case law will also be looked at as this continues to change the way in which the TUPE regulations should be interpreted.

Failure to comply with TUPE can be extremely costly as well as have a detrimental effect on workforce morale. With the political emphasis on employee involvement and a matching increase in collective rights for employees, any employer or consultant involved in a TUPE transfer needs to keep fully up-to-date.

The course also covers in detail the tactics adopted by various parties involved in TUPE transfers.

Key sessions include:

- How to prepare for the issues likely to arise when involved in competitive tendering and outsourcing, mergers and acquisitions
- What to do when the outsourced contract ends
- Recent significant cases and their implications

PROGRAMME

09.00 Registration

09.30 Introduction

TUPE: when it applies

TUPE: who and what transfers

11.00 Coffee

Overview of TUPE Regulations

Unfair dismissal

Consultation and information

12.40 Lunch

13.40 Pre and post transfer redundancy

Variation of contract

Acquired rights directive

15.00 Tea

15.15 HR issues for TUPE transfers

Commercial and practical issues

Case studies

16.30 Close

Please contact us for full programme details

FEES AND DATES

London 26 April 2012 • 1 November 2012

Glasgow 17 May 2012

Manchester 18 May 2012 • 17 October 2012

Early booking (2 months before) £469 +VAT

Standard price £489 +VAT

Multiple discounts apply – please contact us for details

HOW TO BOOK

 0161 235 4545

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All these courses can be tailor-made for your organisation and delivered in-house

EMPLOYMENT LAW IN A NUTSHELL



Employment law is a complex subject and all those with managerial responsibility must have a basic understanding of the law. This popular one-day course has been running for over ten years, giving both HR and non-HR professionals alike a detailed overview of employment law and what it means in practice.

Employment contracts, discipline, sex, race, age and disability discrimination together with employee rights and health and safety responsibilities represent the core areas where the law affects the work of human resources professionals and line managers alike.

This one-day programme will provide you with a working knowledge of the essential areas of employment law you need for your business to ensure it is adequately protected.

With so many changes in employment law, keeping in touch with these core areas of risk is now more important than ever.

“Really enjoyed it. Got out of it what I needed! Interesting speakers”

M+G Investments

PROGRAMME

- 09.00 Registration
-
- 09.30 Introduction
 - Recruitment and selection
 - Contracts of employment
-
- 10.45 Coffee
-
- 11.00 Disciplinary procedures
 - Grievance
 - Unfair dismissal
 - Discipline – managing misconduct, poor performance and absence
-
- 13.00 Lunch
-
- 14.00 Redundancy
 - Sex and race discrimination
 - Disability and stress
 - Equal treatment directive/religion/belief/sexual orientation/age
-
- 15.15 Tea
-
- 15.30 Discriminatory acts
 - Stress illnesses and disability
 - Family friendly policies/issues
 - Equality Act
-
- 16.30 Close

Please contact us for full programme details

FEES AND DATES

London 6 March 2012 • 30 October 2012
Manchester 24 April 2012 • 22 November 2012

Early booking (2 months before) £469 +VAT
Standard price £489 +VAT

Multiple discounts apply – please contact us for details

HOW TO BOOK

-  0161 235 4545
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All these courses can be tailor-made for your organisation and delivered in-house

MANAGING STRESS AND ABSENCE IN THE WORKPLACE



This one-day programme will provide you with an understanding of the impact of absence and the factors which contribute to absence from work.

Mental health problems like stress and depression cause employers huge problems balancing sympathetic and lawful treatment with the greater demands of business especially in times of recession.

The programme will include the role of line management in controlling absence; the practical steps that can be taken to measure, monitor and combat absence; identifying particularly sensitive issues which may require expert assistance; practical advice on how to deal with absence confidentially, fairly and effectively.

Practical case studies based on extensive real life experience of the trainer will be used throughout the training.

PROGRAMME

- 09.00 Registration
-
- 09.30 Introduction
-
- 09.35 The impact of absence
Short-term absence
-
- 11.15 Coffee
-
- 11.30 Long-term ill-health
-
- 13.00 Lunch
-
- 14.00 Managing stress and absence caused by mental health problems
-
- 15.00 Tea
-
- 15.15 Managing sensitive issues
Ill health and pregnancy
- Disabilities
 - Alcoholism
 - Drug Addiction
- Managing absenteeism
-
- 15.30 Stress at work
- Employers duty of care
 - Was stress-injury foreseeable?
 - Breakdowns
-
- 16.30 Close

Please contact us for full programme details

FEES AND DATES

Glasgow 18 April 2012 • 31 October 2012
Manchester 19 April 2012 • 6 November 2012
London 1 May 2012 • 20 November 2012

Standard price £349 +VAT

Multiple discounts apply – please contact us for details

HOW TO BOOK

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All these courses can be tailor-made for your organisation and delivered in-house

AN UPDATE ON DISCRIMINATION...



INCLUDING THE EQUALITY ACT, AGE AND MANAGING RETIREMENT

This year, the Equality Act 2010 has remained high on the human resources agenda. 2011 has seen its first full year of implementation and there have been a number of important developments.

April 2011 marked the coming into force of a number of key provisions, including the general public sector equality duty and provisions governing positive action in recruitment and promotion. April 2011 also saw the implementation of three Codes of Practice, drafted by the Equality and Human Rights Commission, providing technical guidance on general employment issues; equal pay; and services, public functions and associations. In May 2011, the new 'Guidance on matters to be taken into account in determining questions relating to the definition of disability' came into force.

This year has also seen some back-tracking on a number of the Equality Act 2010's provisions. In March 2011, the Government confirmed that the provisions on combined discrimination will not come into force. Also in March 2011, the Government indicated that it would consult on repealing the requirement for employers to take reasonable steps to prevent harassment of their staff by third parties. The consultation paper is awaited.

As the end of 2011 approaches, we have yet to see any reported cases interpreting the Equality Act 2010 and it will be interesting to see how the case law develops in 2012, particularly in relation to some of the thornier issues, for example the ban on pre-employment health questions, the positive action provisions and the jurisdiction of the employment tribunal in relation to employees engaged abroad.

Another key development in 2011 has been the repeal of the default retirement age. An employer's ability to compulsorily retire an employee following set procedures, without fear of liability for unfair dismissal or age discrimination, was phased out from April 2011. Employers can continue to operate a compulsory retirement procedure but only where it can be justified as a proportionate means of achieving a legitimate aim. This will be a high burden to discharge and must be backed up by credible evidence. Many employers have decided not to take this route and will now instead have to manage the termination of an older employee's employment through standard capability and conduct procedures.

This one day course will look at the main discrimination principles and how to apply them in them in the workplace. The course will look in detail at the changes the Equality Act has brought with it.

FEES AND DATES

London 24 April 2012
Manchester 17 April 2012
Glasgow 24 May 2012 • 9 October 2012

Standard price per course £349 +VAT

Multiple discounts apply – please contact us for details

HOW TO BOOK

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PROGRAMME

09.30 Registration

11.00 Coffee

13.00 Lunch

15.00 Coffee

16.30 Close

Topics covered include:

A complete review and update on equality and diversity law, and the consequences of the ending of the Default Retirement Age.

- Anti Discrimination Law – the key points
 - Protected characteristics
 - The discriminatory acts that are prohibited
 - Direct and Indirect Discrimination
 - Victimisation
 - Tougher new definition of harassment
 - Third party harassment
 - Instructions to discriminate
- The Equality and Human Rights Commission's Code of Practice on Employment
- The Ending of the UK's default retirement age
- Age discrimination in detail
- Examples of justifications

- Categories of worker protected
- What redundancy payment is the employer allowed to make, without breaching age discrimination law?
- Changes to statutory redundancy pay
- Key dates and key discrimination case law
- Practical consequences of this key change to unfair dismissal law
- Can you still objectively justify a retirement? Should employers keep a retirement age for the business or role?
- Removing a retirement age
- Benefits structures and denying certain benefits to over 65s: what is allowed?
- The implication of the Equality Act after its first year
 - How it changed discrimination law
 - Special focus on disability discrimination law and sex, race discrimination law developments
 - Aspects of the Act which still have to be implemented and discussion of the consequences these might have
 - Special focus on the effect and implications for public sector employers

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EMPLOYMENT LAW UPDATE



This one day course will give delegates an overview of the most recent developments in employment legislation as well as preparing them for imminent changes.

Employers and HR professionals must have a full understanding of the law governing employment issues. Employment law is continually changing and there are always legislative changes on the horizon.

In addition to the important of being aware of the legislative changes, it is essential to have an understanding of some of the influential cases that are going through the courts as the outcome of these can often see the legislation being interpreted very differently.

“Excellent course, very informative with ample opportunity to ask questions. Delegate numbers just right”

Trafford Healthcare NHS Trust

PROGRAMME

- 09.00 Registration
-
- 09.30 Introduction
The Equality Act – one year on
Age Discrimination Update
-
- 11.00 Coffee
Agency Workers Regulations 2010
Bribery Act 2010
– Impact of the Bribery Act 2010
– Penalties
Automatic Pension enrolment
-
- 12.30 Lunch
-
- 13.30 Update on family friendly rights
Social Media?
-
- 15.00 Tea
-
- 15.15 Case law update
Legislation on the Horizon
Case studies
-
- 16.30 Close

Please contact us for full programme details

FEES AND DATES

London 21 March 2012 • 16 November 2012
Manchester 15 March 2012 • 30 November 2012

Standard price per course £349 +VAT

Multiple discounts apply – please contact us for details

HOW TO BOOK

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AUTOMATIC PENSION ENROLMENT



Starting from 2012, new laws will require employers to automatically enrol employees in a pension scheme, and make contributions to that scheme. This is part of the policy of current and previous Governments to get people saving more for retirement, so employees will have to take action themselves, if they want to opt out. The law will not allow employers to encourage opt-outs, and penalties will apply to employers who do not comply with the law on auto-enrolment.

It is critical that employers understand what these new laws will require them to do, how they can meet their legal duties, and what the new contribution requirement could cost them to implement. This half day workshop is presented by leading lawyers who are specialists in pensions and employment law issues, as well as speakers from the pensions industry who will look into practical cost implications.

We will look into issues including:

- Will you need to adopt a new pension scheme? Can you use your existing scheme? Will NEST be of interest to you?
- What will be the costs of putting most of your employees into a pension scheme for the first time?
- What about smaller employers, agency workers and contract workers?
- How will your HR team manage this? What will be the impact on recruitment practices and employment terms?

PROGRAMME

09.30 Welcome and introduction

Session 1 – Details of Auto-Enrolment

Legal duties
Timeframe for implementation
Identifying eligible job-holders
Treatment of other workers

Session 2 – Vehicles for Auto-Enrolment

Pension Scheme Quality Requirements;
What contribution structure to implement?
What kind of scheme?

Coffee

Session 3 – Auto-Enrolment in Practice

Sources of information and help
Compliance, enforcement and penalties
Employee communication and interaction with trustees

Session 4 – Employment Issues

Recruitment practices and employment terms
Record keeping, opt out and re-enrolment
Benefit harmonisation and flexible benefits

12.45 Close

FEES AND DATES

Manchester 27 April 2012

Glasgow 9 May 2012

London 10 May 2012

Standard price per course £199 +VAT

Multiple discounts apply – please contact us for details

HOW TO BOOK

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All these courses can be tailor-made for your organisation and delivered in-house

DIPLOMA IN BASIC EMPLOYMENT LAW



Each course – 6 cpd

Over 3,500 HR and personnel professionals and hundreds of line managers have attended this series of three Basic Employment Law programmes. Delegate evaluations routinely speak of the excellence and value of the courses and the confidence they have gained from reinforcing and broadening their knowledge of employment law.

Who can benefit from attending?

These courses attract a broad range of delegates from the public and private sectors and from large and small organisations. Recent delegates include administration officers, HR managers, personnel assistants, directors, training managers, employee relations' offices, tribunals' advisors, chief executives, policy and resources' managers, among many, many others.

These courses will enable delegates to:

- Gain a thorough grounding in all key areas of employment law
- Understand how the law is applied in the workplace
- Identify the complex areas where professional advice is required
- Assess/evaluate your current policies and procedures
- Apply the law with confidence

The Basic Employment Law Series consists of three one-day courses:

1. Employee Rights:
From Contract to Maternity
2. Discipline & Dismissal:
Five ways to Successful Dismissals
3. Discrimination & Equal Opportunities:
An A-Z Guide

“Very enjoyable and really looking forward to the next two”

Department of International Development

“Very informative, freedom to openly discuss own issues and advice given which is very helpful”

Intech Aqua Ltd



Manchester
Metropolitan
University
Business
School

These courses are recognised by Manchester Metropolitan University and may fulfil Accreditation of Prior Learning (APL) or CPD prerequisites for entry on to postgraduate HRM courses at the Business School.

FEES

Per course £350 +VAT

All three courses £899+VAT

Multiple discounts apply – please contact us for details

HOW TO BOOK

 0161 235 4545

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 www.dlapiper.com/advance

All these courses can be tailor-made for your organisation and delivered in-house



“Well presented, relaxed atmosphere. A lot to take in but the course notes provided were helpful”

Virgin Holidays

DIPLOMA IN BASIC EMPLOYMENT LAW



CONTINUED

Each course – 6 cpd

EMPLOYEE RIGHTS: FROM CONTRACT TO MATERNITY

London

13 March 2012 • 16 October 2012

Manchester

8 March 2012 • 24 October 2012

PROGRAMME

- The employment contract
- Family friendly issues
- Rights arising during the employment relationship
- Part-time workers
- Managing the employment relationship

DISCIPLINE & DISMISSAL: FIVE WAYS TO SUCCESSFUL DISMISSALS

London

17 April 2012 • 13 November 2012

Manchester

26 April 2012 • 8 November 2012

PROGRAMME

- Misconduct and discipline
- Fair dismissal
- Unfair dismissal cases
- Tribunals

DISCRIMINATION & EQUAL OPPORTUNITIES: AN A-Z GUIDE

London

24 May 2012 • 6 December 2012

Manchester

22 May 2012 • 4 December 2012

PROGRAMME

- Discrimination
- Harassment and bullying
- Advertisements and appraisals
- Equal opportunities
- Managing discrimination
- Recent legislation including the Equality Act 2010

FEES

Per course £350 +VAT

All three courses £899 +VAT

Multiple discounts apply – please contact us for details

HOW TO BOOK

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All these courses can be tailor-made for your organisation and delivered in-house

TUPE TRANSFERS INVOLVING THE PUBLIC SECTOR



TUPE is of key importance to the public sector and those involved in public sector outsourcing. With the withdrawal of the Code of Practice in Workforce Matters in the Public Sector Service Contracts (commonly referred to as the Two-Tier Code), the Coalition Government hopes to encourage SMEs, mutual's, co-operatives, charities and social enterprises to enter the public sector market.

It will be led by lawyers who advise national and local public bodies and private sector providers about TUPE issues in outsourcing projects. The course will also look at the practical issues that the regulations throw up and address what your organisation should be doing to ensure it is protected: as the client in an outsourcing situation, or as the outgoing or incoming employer in any other TUPE scenario. Failure to comply with TUPE can be extremely costly as well as having a detrimental effect on workforce morale making it imperative that anyone involved in TUPE related issues should be totally up-to-date.

“Very informative/detailed.
Just what I was looking for”
North Yorkshire County Council

PROGRAMME

- 09.00 Registration

 - 09.30 Introduction and overview of the law

 - 09.45 When does the TUPE apply?
Who and what transfers?
Pensions

 - 11.15 Coffee

 - 11.30 Employment liabilities inherited by the new employer
Which employer is liable for dismissals?
Consultation and information
If the old employer legally recognises a trade union, does the recognition transfer?

 - 13.00 Lunch

 - 14.00 Pre and post redundancy
Varying employment contracts after a transfer
HR issues in TUPE transfers

 - 15.00 Tea

 - 15.15 The Retention of employment model
Tactics when inviting tenders and replying to tenders
The so called “Two-Tier Workforce Code” and the future after Government repeal

 - 16.30 Close
- Please contact us for full programme details

FEES AND DATES

London 28 February 2012 • 30 November 2012
Manchester 16 February 2012 • 14 November 2012

Standard price £349 +VAT

Multiple discounts apply – please contact us for details

HOW TO BOOK

-  0161 235 4545
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-  www.dlapiper.com/advance

All these courses can be tailor-made for your organisation and delivered in-house

SCOTTISH COURSES

Each year we run a selection of our courses in Scotland. Please see below the courses we are running in 2012. If there is any important new case law we will run additional courses so please look out for our flyers.

RESTRUCTURING, REDUNDANCY AND CONTRACT VARIATION

Glasgow 21 March 2012 • 1 November 2012

ACAS have recently announced that tribunal claims have risen due to the lack of experience in dealing with redundancy related issues. This is a practical one day course for HR professionals considering workforce changes. Throughout the day the trainer will work through real life case studies. The programme will deal with different legal questions about how and when you must commence a consultation.

“Very beneficial – thought provoking. Good for benchmarking”

Oceaneering International Services Limited

MANAGING STRESS AND ABSENCE IN THE WORKPLACE

Glasgow 18 April 2012 • 31 October 2012

This one-day programme will provide you with an understanding of the impact of absence and the factors which contribute to absence from work.

Mental health problems like stress and depression cause employers huge problems balancing sympathetic and lawful treatment with the greater demands of business especially in times of recession.

DISCIPLINE AND GRIEVANCE/ MANAGING INVESTIGATIONS

Glasgow 10 May 2012 • 2 November 2012

It is increasingly important for an employer when facing a tribunal claim to be able to illustrate that they have conducted a full and fair investigation into complaints about and by an employee.

This one day programme will give delegates the ability to understand all the steps which must be taken when conducting investigations/ disciplinary hearings; analyse evidence objectively and reach sound conclusions based on the facts available; feel totally confident about investigating misconduct and carrying out disciplinary hearings.

FEES

Standard price £349 +VAT

Multiple discounts apply – please contact us for details

HOW TO BOOK

 0161 235 4545

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All these courses can be tailor-made for your organisation and delivered in-house

DISCRIMINATION UPDATE

Glasgow 24 May 2012 • 9 October 2012

This year, the Equality Act 2010 has remained high on the human resources agenda. 2011 has seen its first full year of implementation and there have been a number of important developments. April 2011 marked the coming into force of a number of key provisions, including the general public sector equality duty and provisions governing positive action in recruitment and promotion. April 2011 also saw the implementation of three Codes of Practice, drafted by the Equality and Human Rights Commission, providing technical guidance on general employment issues; equal pay; and services, public functions and associations. In May 2011, the new 'Guidance on matters to be taken into account in determining questions relating to the definition of disability' came into force. This one day course will look at the main discrimination principles and how to apply them in them in the workplace. The course will look in detail at the changes the Equality Act has brought with it.

“Another excellently designed and delivered course. Worthwhile and current”

Intercell Biomedical Limited

EMPLOYMENT TRIBUNALS AND WITNESS TRAINING

Glasgow 2 May 2012 • 13 November 2012

The practical programme helps you to understand thoroughly how employment tribunals are conducted and how you can deal with employment tribunals hearings with confidence.

TUPE TACTICS

Glasgow 17 May 2012

This one-day course will explain the basics of TUPE law, together with an update on the new regulations. New case law will also be looked at as this continues to change the way in which the TUPE regulations should be interpreted. The course also covers in detail the tactics adopted by various parties involved in TUPE transfers.

“Very helpful refresher and update. Discussion between attendees and the speaker interesting and informative”

NHS Health Scotland

FEES

Standard price £349 +VAT

Multiple discounts apply – please contact us for details

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All these courses can be tailor-made for your organisation and delivered in-house

IN-HOUSE TRAINING

As well as being the leading provider of public employment law training, Advance has for many years been providing bespoke training for organisations.

We have trained a number of public and private sector organisations including: G4S Securicor, Nationwide Building Society, Mitsubishi, Anglia Ruskin University, South Lakeland District Council, Proctor and Gamble, Thames Valley Police, Thames Valley Housing, NFU Mutual, Learning and Skills Council, Gateshead Council, South Yorkshire Police, Mitsui, DWP Child Support Agency, MOD, Writtle College and Johnson Matthey.

In-house training assignments may vary from a one-day workshop focusing on a specific area of employment law through to multi-day delivery, where we may train board members and senior HR managers on an intensive course covering points of law and case law and then provide cascade training. This would be on a more practical basis to line managers and other employees to give them the ability to understand new procedures, when to use them and the legal rationale behind them.

As a law firm and training organisation, we understand there is a growing need to train all levels of staff including directors, line managers and HR teams. It is extremely important that staff are kept up-to-date with the ever changing employment legislation; a small mistake in a process could be very costly for the organisation and in some cases could have an impact on the employee themselves. We understand that budget restrictions and business needs often make it difficult to send staff to public courses and we have seen a trend in companies opting to run a course internally.

IHT is not only cost effective but offers you flexibility regarding date, location and programme content. The training is tailor made to your organisation, using your own policies, basing case studies on situations relevant to your organisation and focusing on your key issues of concern. If you have a course in mind that you can't see please call us and we will put a bespoke programme together.

“We thought that the course was excellent. Liz delivered the sessions very well managing to keep to the timeframes”

Universities Superannuation Scheme Ltd

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All these courses can be tailor-made for your organisation and delivered in-house

POPULAR IN-HOUSE TRAINING PROGRAMMES

DIPLOMA IN BASIC EMPLOYMENT LAW

3-day course

Employees that attend all three of these courses and complete the written knowledge assessments will be issued with a Diploma in Basic Employment Law, certified by DLA Piper and endorsed by Manchester Metropolitan University.

Day 1 – Employee rights

Day 2 – Discipline and dismissal

Day 3 – Discrimination and equal opportunities

DIRECTORS' DUTIES

1/2 day course

A PLC Director has always been subject to an array of duties arising from statute, case law, regulations and corporate governance rules. No director can afford not to understand these and the latest statement of these and their interception.

- Introduction
- Duties – where are we now?
- Behaviour – which pay and reward structures are appropriate?
- Liability – what are the litigation and regulatory risks?
- Case study

PENSIONS

Pension Trustees Training

This one day intensive programme is essential training for trustees, whether as a foundation for new trustees or as a refresher for existing trustees.

- Duties and responsibilities
- Complying with the law
- Understanding your scheme's documentation
- Understanding financial actuarial and investment matters

Reducing Your Pensions Risk

This programme looks at suggestions for managing the legal and practical issues of controlling pensions risk.

- Legal issues on pension scheme redesign
- Advanced options for defined benefit schemes
- Changing employment contracts
- Employee consultation

“Very good value and commercially focussed. Lively delivery of a dry subject”

Rethink

HOW TO BOOK



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All these courses can be tailor-made for your organisation and delivered in-house

POPULAR IN-HOUSE TRAINING PROGRAMMES

CONTINUED

MANAGING BUSINESS CHANGE

1-day course

- The legal aspects of redundancy
- Managing poor performance
- Legal liabilities
- Putting the law into practice

This session will cover the practical issues, using case studies to bring situations alive

EMPLOYMENT TRIBUNALS AND WITNESS TRAINING

1-day course

- Tribunal practice and procedure
- Tribunal claim
- Tactics employment litigation
- Discussions
- How to win at tribunals and alternative dispute resolution
- Witness preparation

DISCRIMINATION UPDATE COVERING EQUALITY ACT, AGE AND RETIREMENT

1-day course

- Equality Act
- Age discrimination
- Retirement

MANAGING INVESTIGATIONS AND DISCIPLINE AND GRIEVANCE PROCEDURES

1-day course

- Repeal of statutory discipline and grievance procedures
- ACAS revised code on managing discipline and grievance matters
- Managing investigations – the general principles
- The practice

“Lots of good content and appropriate length for this type of course. I liked that it was a small group and that there was time for specific questions”

SQS Group

HOW TO BOOK

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All these courses can be tailor-made for your organisation and delivered in-house

TUPE IN A NUTSHELL

1-day course

- Overview of TUPE Law
- In what situations does TUPE apply?
- When do the people actually transfer?
- Which employees transfer?
- The legal right to object to transferring
- Who is an employee?
- Employment liabilities inherited by the new employer

EMPLOYMENT LAW UPDATE FOR LINE MANAGERS

1 or 2-day course

- Introduction
- The employment contract
- Discrimination law
- Case study
- Managing performance
- Case study
- Flexible working
- Employment tribunals
- Dismissal law

HARASSMENT AND BULLYING

1-day course

- What is harassment and bullying?
- Review of discrimination law
- Other legal liability
- Investigating allegations of harassment and bullying
- Updating harassment and bullying policies

EUROPEAN EMPLOYMENT LAW – ON ANY JURISDICTION

1-day course

- Hiring procedure
- Sources of law
- Pay and benefits
- Working time
- Maternity
- Disability
- Equal opportunities and discrimination
- Works councils
- Individual dismissal
- Collective dismissal

“The TUPE course had excellent content backed up with a high standard of course notes. The practice test was beneficial. All the information was delivered clearly and in a manner that made it enjoyable. I would recommend this course to others”

Effective Procurement in Cumbria

HOW TO BOOK



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HR BENCHMARKER

HR Benchmarker is a Human Capital Measurement and benchmarking service. It provides organisations with detailed analysis of public and private sector workforce statistics and HR effectiveness measures based on in-depth organisation surveys.

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“The DLA Piper data sets in terms of HR Performance and Workforce Performance remain key to allowing us to analyse and understand how we compare within the sector and to then inform future strategies. We have previously use the data to highlight focus on key agendas such as absence management and to then be able to quantitatively measure the impact of the action plan a year later”

University of Lincoln

HOW TO CONTACT US

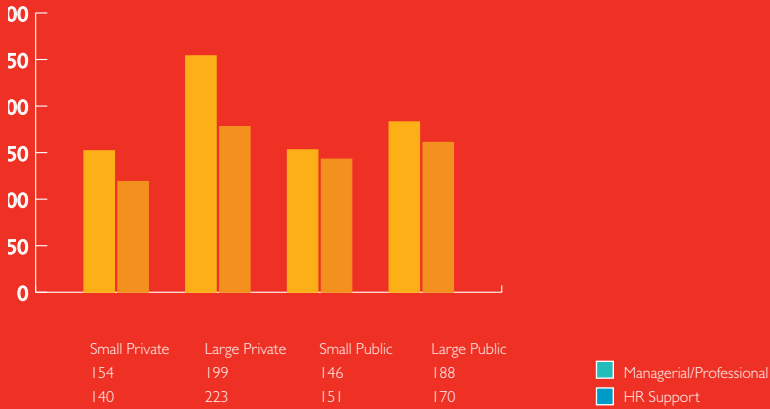
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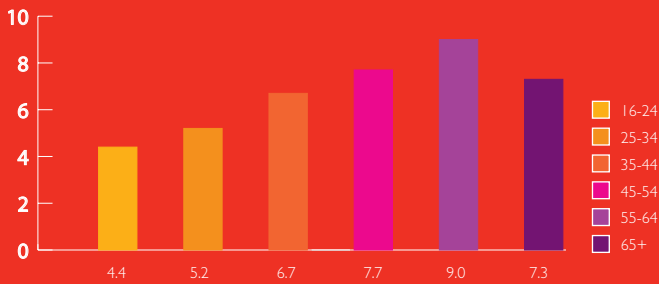
 bill.taylor@dlapiper.com

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Ratio of Managerial/Professional and HR Support Staff to Employees (1:Y)



Average Number of Working Days Lost Per Annum by Age Group
All Sectors



WHAT'S ON THE HORIZON?

Look out for new courses/ workshops covering some of these new regulations. Please contact us for further details.

RESOLVING WORKPLACE DISPUTES AND EMPLOYMENT TRIBUNAL FEES

In January 2011, the Government announced proposals for a radical shake-up of the employment tribunal system. Its proposals were contained in a consultation paper, Resolving Workplace Disputes.

The key changes proposed include:

- Increasing the qualifying period before an employee can bring a claim for unfair dismissal from one year to two years.
- Introducing fees for employees who wish to bring an employment tribunal claim (no figure has been proposed)
- Requiring all claims to be lodged with ACAS to allow pre-claim conciliation
- Stronger powers to tackle weak and vexatious claims
- Proposals to shorten tribunal hearings including increased use of judges sitting alone

Although the consultation closed in April 2011, the Government's formal response is still awaited. The Number 10 website indicates that publication of the Government's response is expected in December 2011. In the meantime, the

Government has pre-empted its formal response with a number of announcements.

Firstly, in October 2011, George Osborne announced that, with effect from April 2012, the qualifying period of service for the right to make an unfair dismissal claim will rise from one year to two years. Secondly, he announced that, as from April 2013, claimants will, for the first time, have to pay a fee if they wish to lodge a claim at an employment tribunal. It appears that the Government is proposing to consult on the level and structure of fees but no further information on this is formally available yet.

Full details on the Resolving Workplace Disputes consultation and the October 2011 announcements can be found in our Be Alerts, 'Government announces important changes to the tribunal system' and 'Government plans radical shake-up of tribunal system'.

MODERN WORKPLACES CONSULTATION

In May 2011, the Government published a consultation paper, 'Consultation on Modern Workplaces'. As expected this consultation sought views on proposals in relation to flexible parental leave and flexible working. However, the Government also took the opportunity to consult on proposed changes in relation to working time and equal pay.

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In terms of **parental leave**, in its consultation paper, the Government said that it is committed to delivering a genuinely flexible system of parental leave to replace the existing systems of maternity leave, paternity leave and parental leave. The proposals, likely to be implemented in April 2015, include:

- Replacing the 52 week maternity leave period with a paid maternity period of 18 weeks reserved exclusively for the mother and to be taken in a continuous block around the time of the baby's birth
- Retaining the two week period of ordinary paid paternity leave
- Introducing 34 weeks of flexible parental leave. Each parent will have exclusive use of four weeks of this leave, but the remaining period will be available to either parent on an equal basis
- Introducing 21 weeks of parental pay (this reflects the period between 18 weeks and 39 weeks during which a mother is currently entitled to SMP)
- Incorporating the existing right to unpaid parental leave within the new system of flexible parental leave, so that eligibility requirements are the same. However, the entitlement to unpaid parental leave will be extended to 18 weeks and can be taken beyond the child's 5th birthday;
- Requiring parents to self-certify notice of their leave plans to their employer in line with

specified notification requirements

- Giving the protections which apply to a woman on maternity leave to all parents who are out of the workplace on maternity, paternity or parental leave in the first year of their child's life

In terms of **flexible working**, proposals in the consultation paper included:

- Giving all employees with 26 weeks' service a statutory right to request flexible working arrangements
- Replacing the statutory process for considering flexible working requests with a new duty to consider requests "reasonably" in line with a new Code of Practice
- Allowing, but not requiring, employers to prioritise competing requests to take account of the employees' personal circumstances
- Retaining the existing business reasons under which an employer may refuse a request for flexible working
- Allowing employees to make an additional request within a 12-month period where they state in their original request that they expect the original arrangements to last for less than a year

Entitlement to annual leave under the Working Time Regulations 1998 (WTR) was also addressed in the consultation paper and the Government proposed changes, likely to be implemented during 2012, to:

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WHATS ON THE HORIZON?

- Amend the WTR to permit carry-over of four weeks of annual leave where (1) a worker has been unable to take his or her annual leave due to sickness absence or (2) a worker falls sick during scheduled annual leave, provided in either case it is not possible to schedule the leave in the current leave year. This four weeks' leave relates to the annual leave requirements of the Working Time Directive (WTD). Employers will not be required to allow the additional 1.6 weeks granted under the WTR, or any enhanced contractual holiday, to be carried over
- Allow employers to insist that leave untaken due to sickness absence must be taken in the current leave year; where possible, with the ability for employers to defer that leave until the following year if it can be justified in terms of business need
- Require employers to pay an employee in respect of any untaken carried over leave on termination of employment
- Insert default 'deeming' provisions into the WTR to specify the order in which leave is deemed to be taken
- Amend the WTR to permit carry-over of leave which is untaken due to absence on maternity, adoption, parental and paternity leave. Unlike the proposals in relation to sick leave, the carry-over provisions will not be limited to the four weeks' leave provided under the WTD (in order to comply with the ECJ rulings)

- Increase the flexibility for employers around the operation of statutory annual leave, for example, by allowing employers to 'buy-out' the additional 1.6 weeks or require employees to defer that leave until the first six months of the following leave year, if it can be justified in terms of business need

The final aspect of the Modern Workplaces consultation related to equal pay. In view of the significant gender pay gap, the Government has sought views on a proposal to require employment tribunals, where it is found that an employer has discriminated on pay, to make the employer conduct a pay audit, unless the tribunal is satisfied it would not be productive to do so.

The Government's response to the Modern Workplaces consultation is still awaited. There have been a number of recent newspaper reports suggesting that the Government may be rethinking some of its proposals. However, the Number 10 website indicates that the Government will not have fully analysed the consultation responses and formulated a detailed plan before March 2012.

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GUARANTEE! If we do not feel the documentation stands alone from the course we will not sell it.

GUARANTEE! Our notes are constantly update and reviewed.

GUARANTEE! If the documentation supporting a course does not match our normal high standards we will not sell them.

Some of our most popular coursebooks are:

- Basic Employment Law Series (3 books)
- Managing Investigations
- Harassment and Bullying
- Discrimination
- TUPE in a Nutshell
- Employment Law in a Nutshell
- European Employment Law Coursebooks

“The TUPE course was really informative and the materials will be used a lot back at the office”

St Anne's Community Services

“Well presented, relaxed atmosphere. A lot to take in but the course notes provided were helpful”

Virgin Holidays

“Enjoyed the course – excellent reference materials to take away”

Trafford NHS Trust

HOW TO ORDER

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SCHEDULE OF DATES

FEBRUARY

- 16 Feb TUPE Transfers involving the Public Sector – Manchester
- 28 Feb TUPE Transfers involving the Public Sector – London

MARCH

- 6 March Employment Law in a Nutshell – London
- 7 March Italian Employment Law – London
- 7 March Spanish Employment Law – London
- 8 March Basic Employee Rights – Manchester
- 9 March African Employment Law – London
- 13 March Basic Employee Rights – London
- 14 March Restructuring, Redundancy and Contract Variation – Manchester
- 15 March German Employment Law – London
- 15 March French Employment Law – London
- 15 March Employment Law Update – Manchester
- 16 March Expatriate Employment – Deploying Internationally Mobile Staff – London
- 20 March Handling Discipline & Grievance Issues/Managing Investigations – London
- 21 March Employment Law Update – London
- 21 March Restructuring, Redundancy and Contract Variation – Glasgow
- 22 March Restructuring, Redundancy and Contract Variation – London
- 27 March Australian Employment Law – London
- 27 March Harassment & Bullying/Managing Sensitive Issues – Glasgow

APRIL

- 17 April Basic Discipline and Dismissal – London
- 17 April An Update on Discrimination – Manchester
- 18 April Chinese, Hong Kong and Japanese Employment Law – London
- 18 April Managing Stress and Absence in the Workplace – Glasgow

- 18 April Handling Disciplinary & Grievance Issues/Managing Investigations – Glasgow
- 19 April Managing Stress and Absence in the Workplace – Manchester
- 19 April Dutch Employment Law – London
- 19 April Scandinavian Employment Law – London
- 20 April Social Media in the Workplace – Manchester
- 25 April USA Employment Law – London
- 24 April An Update on Discrimination – London
- 24 April Employment Law in a Nutshell – Manchester
- 26 April TUPE Tactics – London
- 26 April Basic Discipline and Dismissal – Manchester
- 27 April Automatic Pension Enrolment – Manchester
- 30 April PLC Directors' Liabilities – London

MAY

- 1 May Managing Stress and Absence in the Workplace – London
- 2 May Employment Tribunals and Witness Training – Glasgow
- 2 May Social Media in the Workplace – London
- 2 May Handling Discipline & Grievance Issues/Managing Investigations – Manchester
- 8 May Dubai and UAE Employment Law – London
- 9 May Automatic Pension Enrolment – Glasgow
- 10 May Automatic Pension Enrolment – London
- 10 May Handling Discipline & Grievance Issues/Managing Investigations – Glasgow
- 15 May Belgium Employment Law – London
- 15 May Irish Employment Law – London
- 17 May Harassment & Bullying/Managing Sensitive Issues – London
- 17 May TUPE Tactics – Glasgow
- 18 May TUPE Tactics – Manchester
- 22 May Basic Discrimination – Manchester
- 24 May Basic Discrimination – London
- 24 May Harassment & Bullying/Managing Sensitive Issues – Manchester

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JUNE

- 12 June Employment Tribunals and Witness Training – Manchester
- 19 June Employment Tribunals and Witness Training – London

SEPTEMBER

- 18-21 Sept Employment Law Summer School – Oxford

OCTOBER

- 16 Oct Basic Employee Rights – London
- 17 Oct TUPE Tactics – Manchester
- 17 Oct German Employment Law – London
- 17 Oct French Employment Law – London
- 18 Oct Handling Discipline & Grievance Issues/Managing Investigations – London
- 24 Oct Basic Employee Rights – Manchester
- 26 Oct African Employment Law – London
- 30 Oct Employment Law in a Nutshell – London
- 31 Oct Managing Stress and Absence in the Workplace – Glasgow
- 31 Oct Italian Employment Law – London
- 31 Oct Spanish Employment Law – London

NOVEMBER

- 1 Nov TUPE Tactics – London
- 1 Nov Handling Disciplinary & Grievance Issues/Managing Investigations – Glasgow
- 2 Nov Restructuring, Redundancy and Contract Variation – Glasgow
- 6 Nov Managing Stress and Absence in the Workplace – Manchester
- 7 Nov Dutch Employment Law – London
- 7 Nov Scandinavian Employment Law – London
- 8 Nov USA Employment Law – London
- 8 Nov Basic Discipline & Dismissal – Manchester
- 13 Nov Basis Discipline & Dismissal – London
- 13 Nov Employment Tribunals and Witness Training – Glasgow

- 14 Nov TUPE Transfers involving the Public Sector – Manchester
- 14 Nov Expatriate Employment – Deploying Internationally Mobile Staff – London
- 15 Nov Australian Employment Law – London
- 15 Nov Employment Tribunals and Witness Training – Manchester
- 16 Nov Harassment & Bullying/Managing Sensitive Issues – Manchester
- 16 Nov Employment Law Update – London
- 20 Nov Managing Stress and Absence in the Workplace – London
- 20 Nov Belgium Employment Law – London
- 20 Nov Irish Employment Law – London
- 21 Nov Harassment & Bullying/Managing Sensitive Issues – Glasgow
- 21 Nov PLC Directors' Liabilities – London
- 21 Nov Restructuring, Redundancy and Contract Variation – London
- 22 Nov Employment Law in a Nutshell – Manchester
- 22 Nov Harassment & Bullying/Managing Sensitive Issues – London
- 27 Nov Dubai Employment Law – London
- 27 Nov Restructuring, Redundancy and Contract Variation – Manchester
- 28 Nov Chinese, Hong Kong and Japanese Employment Law – London
- 29 Nov Employment Tribunals and Witness Training – London
- 29 Nov Handling Disciplinary & Grievance Issues/Managing Investigations – Manchester
- 30 Nov Employment Law Update – Manchester
- 30 Nov TUPE Transfers involving the Public Sector – London

DECEMBER

- 4 Dec Basic Discrimination – Manchester
- 6 Dec Basic Discrimination – London

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Sparsholt College

“Very detailed notes”

Medical Research Council

“The Employment Law in a Nutshell course was very interesting, practical and focused on the main subjects we need to know about”

New Edge Group

“Very good, I liked being in a small group which enabled discussion”

TSYS International

“Highly informative trainer – dealt with all the questions very effectively”

Otter Controls Limited

“Excellent introduction/refresher”

House of Commons

“Very enjoyable first session – I am really looking forward to the next two”

Department for International Development

“Very pleased with the course, especially as there were plenty of opportunities to ask questions/seek clarification”

University of Chester

“Excellent course, very informative with ample opportunity to ask questions. Delegate numbers just right”

Trafford Healthcare NHS Trust

“This course was very informative and relevant to current economic climate. Right pace, good level of information and interaction”

Southdale Limited

“Fantastic – extremely informative. My expectations have been met”

Hackney Homes Limited

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Last name _____

Position _____

Company or organisation _____

Address _____

Postcode _____

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Email _____

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Course

Date Location

Course

Date Location

Course

Date Location

Course

Date Location

Course

Date Location

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NOTES

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FEES Please refer to the individual course to see the course fee.

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Please refer to the individual course to see how many CPD hours the course qualifies for joining instructions. You will receive joining instructions confirming timings and venues. If you have not received these one week prior to the course please contact us.

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There may be occasions when changes in programme content, speakers, timing and location have to be made for reasons outside our control. We maintain the right to decline bookings if they are not in line with course training objectives.

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