



Employment Law Tailored Training

Meeting your employment training needs

In house lawyers, HR professionals and people managers have been benefiting from DLA Piper employment law training courses for more than 20 years. Our courses are delivered by experienced employment lawyers with real-life, practical expertise, working with clients to resolve all types of people-related challenges and to implement people-led strategies. As practising employment lawyers, our trainers are experts in their field and continue to gain and share practical tips and commerciality when delivering our courses. We are skilled in training delivery but bring with us our day-to-day lived experience addressing complex and evolving employment law challenges in an agile way.

Our courses are:

Designed to empower leaders to role model and strengthen their people management toolkit

Based on real-life issues facing managers at all levels

Practical and informative

Interactive (including breakout groups for focused discussion)

Engaging and challenging (including poll questions throughout to spot-check knowledge and understanding)

We have significant sector-based expertise, meaning that our courses will be focused on the particular challenges facing your organisation, in the right commercial context.

For employers operating in multiple countries, our UK employment specialists are well-equipped to identify cross-border issues that can arise when implementing people strategies internationally. We join the dots to mitigate legal risk for your business. Our training modules will naturally apply a global lens where relevant to you.

We will work with you to meet your training needs, whether you require a series of training sessions on a range of topics or a single focused session in one tricky area. We can deliver one module multiple times to smaller groups or combine modules to meet your requirements.

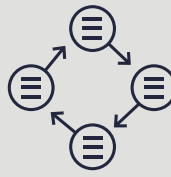
Interaction and engagement is key to our delivery. We include practical elements throughout the training including thought-provoking case studies to facilitate discussion and polling questions to encourage engagement and to ensure a good level of understanding has been achieved as we progress through the session.

We also design and deliver bespoke training sessions, including half-day and full-day programmes, tailored specifically to your training priorities. We would work closely with you to create fully customised training content and materials, incorporating, where appropriate, your internal policies and procedures. Please [contact us](#) for more information and pricing options.

We offer a variety of training options:

CORE UK TRAINING MODULES

- Topic specific
- UK focused with a global lens for multinational businesses
- Virtual training delivered live
- Fixed price
- Option to tailor or combine a core module to fit within the needs of your business
- Maximum 25 attendees for each session to ensure interactive engagement



INTERNATIONAL EMPLOYMENT LAW OVERVIEW

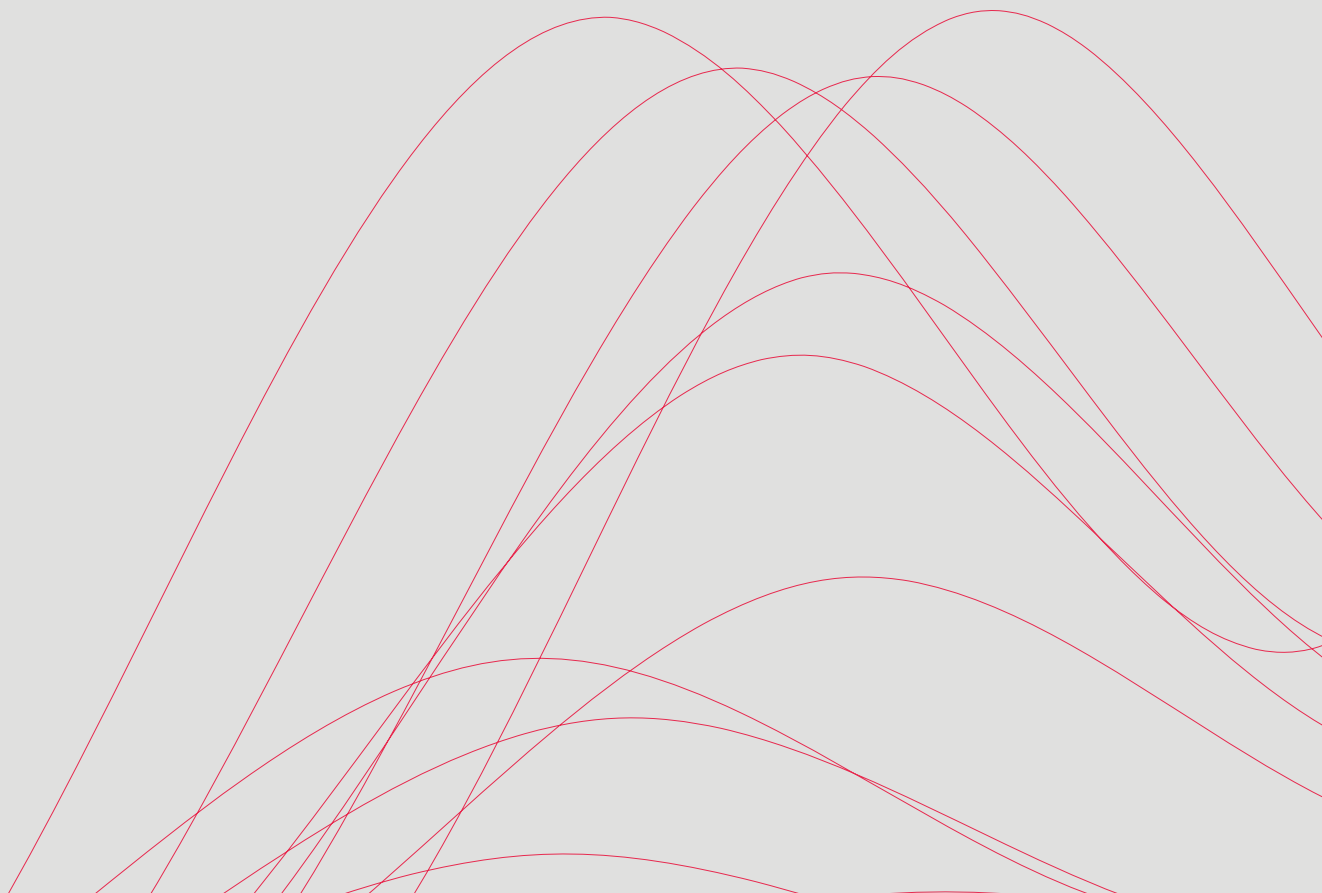
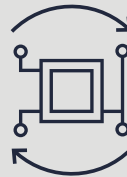
High level overview of employment law

- Multiple jurisdictions available
- Focus on employment law, best practice and cultural challenges
- Delivered by lawyers with local experience
- For anyone managing the challenges of entering into, operating in or exiting from a specific jurisdiction



ELT ON DEMAND

- Online training portal
- Bitesize videos on a number of employment law topics
- Multiple jurisdictions
- Fit around your schedule



Courses

Below is the list of the core courses we currently offer



Anti-Harassment



Disability and
Sickness Management



Handling Grievances



Whistleblowing



Handling Disciplinary



Data Subject Access
Requests (DSARs)



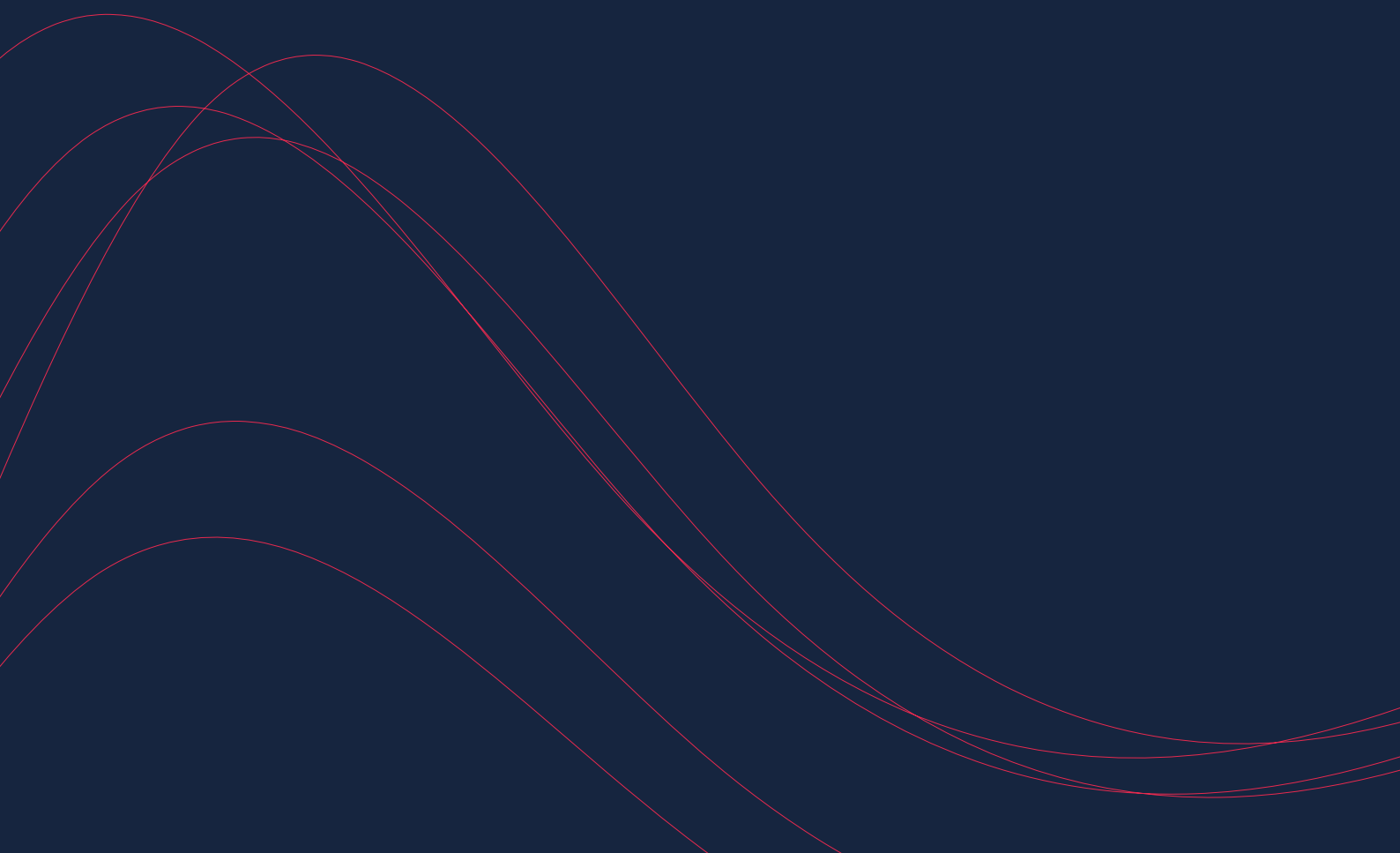
Performance Management



Diversity and Inclusion



Transfer of Undertakings -
Protection of Employment (TUPE)



Anti-Harassment



This session focuses on the issues which may arise in respect of bullying and harassment in the workplace. It looks at how those issues can be dealt with in order to avoid them escalating and provides HR and Legal with the knowledge and tools to identify potential areas of risk and tailor the support provided to their business partners accordingly to mitigate those risks.

The session provides:

- An overview of the anti-discrimination legislation in the UK
- Examples of bullying and harassment
- The potential consequences of harassment for employers and for individuals
- Top tips on prevention
- Guidance on how to carry out an investigation into complaints of harassment
- Bespoke, interactive case studies reflecting issues identified in your business/sector
- Use of poll questions to spot-check knowledge and seek opinions

DURATION: 2.5 HOURS
COST: GBP2,950 + VAT

Handling Grievances



This course provides an overview of the grievance process as well as providing tips and guidance for managers on how to identify, investigate and resolve grievances in a practical and effective manner. This session will also provide an overview of the legal framework underpinning such a process, as well as the legal issues which often arise when a grievance is raised.

This session covers:

- An overview of the risks associated with grievance complaints
- Guidance on what a fair grievance process looks like
- Tips on how to carry out an investigation into a grievance
- Do's and don'ts for investigators
- Tricky issues which can arise during an investigation
- How to respond to a grievance
- How to handle an appeal
- Bespoke, interactive case studies reflecting issues identified in your business/sector
- Use of poll questions to spot-check knowledge and seek opinions

DURATION: 3 HOURS
COST: GBP3,550 + VAT

Handling Disciplinary



Even the most seemingly straightforward of disciplinary investigations can result in potential claims if not handled properly. This session provides managers with the knowledge and tools they need to ensure a disciplinary investigation and process is dealt with in a compliant manner, addressing practical issues which often arise.

This session covers:

- An overview of the legal framework and risks associated with disciplinary processes
- Guidance on how to carry out a fair and reasonable investigation
- How to conduct a compliant disciplinary process
- Common difficult issues which arise for investigators and hearing managers
- Bespoke, interactive case studies reflecting issues identified in your business/sector
- Use of poll questions to spot-check knowledge and seek opinions

DURATION: 3 HOURS
COST: GBP3,550 + VAT

Performance Management



For managers, managing performance can be one of the most difficult issues encountered in their role. Effective performance management ensures that managers are able to maximise the skillsets of team members, prevents minor concerns and issues from escalating into grievances, sickness absence and/or legal claims and helps managers identify and put in place any areas of support required by team members from an early stage.

This session covers:

- Why performance management matters
- Early intervention
- Informal performance management
- What a formal performance management process looks like
- Tricky issues which often arise
- Bespoke, interactive case studies reflecting issues identified in your business/sector
- Use of poll questions to spot-check knowledge and seek opinions

DURATION: 3 HOURS
COST: GBP3,550 + VAT

“DLA Piper has always provided excellent quality training sessions for our HR team, tailored around our needs and requests for focus areas, so that they are relevant to our business and the demands of our work. Those running the courses consult with us beforehand to make sure the course content is pitched at the right level for the attendees and adapted to our requirements, and the sessions always allow for questions and discussion. We have a very mixed HR team and our members have different remits; employment law and employee relations, payroll, benefits, sponsorship & visas, culture and wellbeing and operational HR. DLA Piper is able to make their courses interesting for everyone, no matter how much or how little they get involved in a particular topic in their role. I would not hesitate to recommend them.”

— Hilton

Transfer of Undertakings – Protection of Employment (TUPE)



The Transfer of Undertakings (Protection of Employment) Regulations 2006 (“TUPE”) provide for the automatic transfer of employment of employees in business transfers or when outsourcing or insourcing services, as well as imposing stringent consultation obligations on employers. Failure to comply with the legal requirements of TUPE can result in significant liability for employers. This session provides guidance on identifying when TUPE applies and what an employer’s obligations are when it does.

This session covers:

- What is TUPE
- When does TUPE apply
- The legal and practical implications of TUPE
- How to carry out an effective and compliant information and consultation process
- Harmonisation of terms and conditions post-transfer
- Practical tips on common issues which arise during a TUPE transfer
- Bespoke, interactive case studies reflecting issues identified in your business/sector
- Use of poll questions to spot-check knowledge and seek opinions

DURATION: 2 HOURS
COST: GBP2,550 + VAT

Disability and Sickness Management



Managing sickness absence is often challenging and time-consuming for managers and HR professionals. This session focuses on how to manage different types of absences and the interplay with the legal obligations which apply for disabled employees.

This session covers:

- Why absence management matters
- Disability discrimination
- What an effective sickness absence policy looks like
- Managing short-term sickness absence
- Managing long-term sickness absence
- Tricky issues which can arise during absence management
- Bespoke, interactive case studies reflecting issues identified in your business/sector
- Use of poll questions to spot-check knowledge and seek opinions

DURATION: 3 HOURS
COST: GBP3,550 + VAT

“We were extremely happy with the training delivered by the DLA Piper team both in person during the on-site sessions and virtually. The team have a solid understanding of our business and people and adapted the training to make it relevant, informative and interactive. Feedback from our attendees was extremely positive, appreciating the delivery style and how the complex topics were made relatable to us”

— **Genting UK**

Whistleblowing



Whistleblowing is an increasing area of focus of regulation and the protection of whistleblowers continues to increase. This session provides managers and HR and Legal Professionals with the tools to identify complaints which fall within the remit of this area and how to effectively investigate and manage such complaints, mitigating risk.

This session covers:

- What is whistleblowing
- Who and what are protected
- What protection is provided
- Best practice for employers
- How to recognise whistleblowing
- How to investigate a whistleblowing complaint
- Bespoke, interactive case studies reflecting issues identified in your business/sector
- Use of poll questions to spot-check knowledge and seek opinions

DURATION: 2.5 HOURS
COST: GBP2,950 + VAT

Data Subject Access Requests



With the introduction of the General Data Protection Regulation ("GDPR"), and implementation in the UK through the Data Protection Act 2018, data protection is an area of increasing concern for employers. Data subject access requests ("DSARs") are increasingly used by disgruntled employees during internal processes or post-termination of employment to maximise time and resource required from employers in order to respond. This session provides guidance and practical tips on how to handle such requests, ensuring compliance with an employer's legal obligations in respect of data protection.

This session covers:

- What is personal data
- Key terms and principles under the GDPR
- Guidance on carrying out a search and responding to a DSAR
- Common tricky issues
- Exemptions and how to deal with them
- Guidance on best practice
- Bespoke, interactive case studies reflecting issues identified in your business/sector
- Use of poll questions to spot-check knowledge and seek opinions

DURATION: 2 HOURS
COST: GBP2,550 + VAT

Diversity and Inclusion Training



Organisations are under increasing scrutiny to demonstrate their commitment to diversity & inclusion and ensure they operationalise that commitment. It is essential that businesses do not approach this just as a compliance target, but rather as an opportunity to enhance the quality and resilience of their company.

At the cornerstone of this commitment is a need to audit and evaluate the business' current approach to its diversity and inclusion strategy so that gaps can be identified and remedial steps taken. Training your employees in critical diversity and inclusion topics is an important part of achieving your overall diversity and inclusion strategy.

With this in mind, we can help you create and deliver a bespoke D&I training programme which will include number of employee workshops on a

variety of diversity and inclusion topics. The tailored approach allows you to pick topics that align with your D&I strategy and, in turn, optimise its benefits to your business.

Examples of topics we can cover include:

- The impact of UK discrimination law in the workplace
- Gender pay gap reporting
- Disability discrimination
- Menopause in the workplace
- Neurodiversity
- Social mobility

The DLA Piper Employment Group

The DLA Piper UK team sits within one of the largest global Employment teams in the world, with one of the widest geographic footprints. The team is made up of over 65 lawyers in the UK alone, known for handling both the day-to-day needs and some of the biggest and most complex, cross-border employment work for some of the world's best-known multinationals. In the UK, we have seven employment offices; London, Birmingham, Liverpool, Manchester, Sheffield, Leeds and Edinburgh. This enables us to leverage local knowledge and lower regional cost centres.

Our clients range from multinational, Global 1000, and Fortune 500 enterprises to emerging multinationals, and include more than half of the Fortune 250 and nearly half of the FTSE 350 or their subsidiaries.

We have a strong reputation for delivering solutions-based advice and supporting day-to-day management of people legal issues and risk. We also advise on the legal, tax and regulatory aspects of remuneration, employee share incentives and other benefits and assist in designing and delivering reward strategies. Whatever employment issues you may face, whether global, regional or local, we have the people, the know-how and the experience to assist you.

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- Benefits, Rewards & Incentives
- Business Ethics and Reputation
- Business Transformation: Restructure, Relocations, Outsourcing, M&A
- Compensation Arrangements
- Compliance, Codes of Conduct
- Employee Investigations, Grievances and Disciplinary Matters
- Equality, Discrimination and Diversity
- Integration and Harmonisation
- Labour Relations, Trade Unions, Works Councils
- Litigation and Dispute Resolution
- National HR Issues
- Pensions
- Remuneration and Regulatory Investigations
- Senior Executive Issues
- Confidential Information
- Employee Privacy and Data Protection
- Whistleblowing

Contact us

Contact Stephanie Ivil for more details or alternatively your usual DLA Piper contact.

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