



adapt training

Bespoke training at your fingertips

Wilkin Chapman's bespoke employment law training programme provides you and your team with a tailored service to suit your business requirements.

We believe that dealing with HR and employment law issues in the workplace does not always have to be reactive. A problem can be avoided by having well informed staff, who are aware of their responsibilities and who are adept at spotting and tackling a potential issue.

Our practical training sessions, delivered by our leading team of experts, can help you achieve this and prevent a possible situation before it even arises. Our comprehensive and cost-effective training covers a broad spectrum of key legal issues, whilst providing hands-on advice on approaching any issues that may arise in your business.

Whether you would like us to come in to your business, or whether a select few employees attend one of the fixed sessions at our offices, we can provide a training service to suit you.

wilkin chapman llp
solicitors

Benefits of good training programmes

These are some of the benefits we see our clients gain when they execute a bespoke training programme with their line managers and HR teams:

- ✔ **Reduced risk** - Trained team leaders not only have the ability to spot risks within the business before they happen, they also reduce incidents by following correct procedures and doing things in the right way.
- ✔ **Proactivity** - When leaders know what to look for, they proactively tackle issues as they arise and 'nip problems in the bud' before they become costly.
- ✔ **Reduce tribunals** - By understanding protocol and following the correct processes, we see a significant reduction in the number of tribunals and cases that go to court, usually costing firms significantly less.
- ✔ **Increased staff satisfaction** - Good training filters its way down into the organisation.
- ✔ **Higher performance** - Regular, structured, supportive 1:1's are the cornerstone of a high performing team model and our training can help leaders improve performance across the organisation as well as managing out poor performers where necessary.
- ✔ **Improved retention** - Well trained, supported employees are more loyal, stay with the business longer, work harder and recommend the firm to family and friends.
- ✔ **Saved time** - Doing things correctly often means time saved in the long run.
- ✔ **Brand/reputation** - A well trained workforce not only delivers a better customer experience resulting in happier, more profitable clients, the improved brand recognition can help with staff attrition and attraction alike.

Key training issues

Employers face a huge range of challenges in leading, managing and supporting their staff and both the nature of these challenges and the regulations that surround them are constantly shifting.



Time

Time needed to write and deliver training on a regular basis.



Knowledge

Employers don't have the specialist knowledge needed.



Budgets

Finding, motivating and keeping in-house training teams can be an expense.



Regulation

Difficult for businesses to keep up with the myriad of rules and regulations.



Reactive

Unaware of issues employing staff may throw up until they happen.

Our 10-module training programme

Our specialist employment law and HR team can help train your staff on a wide variety of important areas, including:

1 HR skills for line managers

- Identifying obligations with regards to recruitment, appraisals and grievances.
- Handling tricky issues such as poor performing employees, persistent absence and grievances.
- Practical tips on avoiding claims arising from dismissals or discrimination.

2 Handling disciplinarys

- Key procedural aspects of a disciplinary including conduct of an investigation, disciplinary meeting and appeal hearing.
- Identifying what constitutes misconduct, and gross misconduct, for disciplinary purposes.
- Discussing some common problem areas including social media and police investigations.

3 Grievance processes

- Key procedural aspects of a grievance including an investigation, grievance meeting and appeal hearing.
- Dealing with common problems such as vexatious, exaggerated and long-winded grievances.
- Reviewing alternative means of resolution such as mediation and settlement agreements.

4 Managing poor performance

- Structuring a fair performance management process.
- Provision of warnings and dismissal of employees on the basis of poor performance.
- Additional obligations on the employer including the provision of support and training.

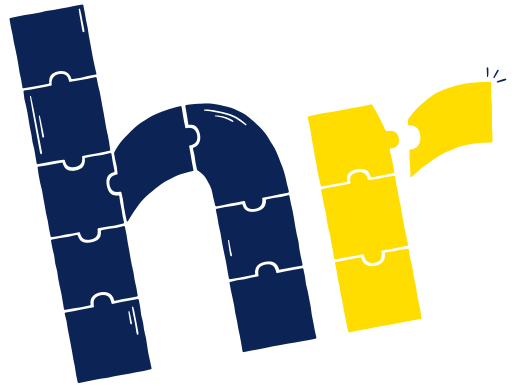
5 Taking the pain out of sickness absence

- Identifying the difference in dealing with persistent short-term absences and a long-term absence.
- Problems where this relates to a disability such as having to make reasonable adjustments.
- Dismissals on the basis of either persistent short-term or long-term absence.



6 Maternity and family friendly rights

- Identifying the rights of those taking family related leave including pay and protection from discrimination.
- Looking at how to engage with these employees such as having KIT days.
- How to handle complex issues such as restructures and redundancies where employees are absent through family leave.



7 Harassment and discrimination

- Identifying areas that may lead to discrimination such as recruitment and dress codes.
- How to avoid possible discrimination claims through training and clear policies.
- Understanding the exceptions such as positive action and occupational requirements.

8 Redundancies and restructures

- Key procedural aspects of a redundancy or restructure including consultation and selection for redundancy.
- Common issues which arise such as subjective scoring criteria and suitable alternative roles.
- The entitlements of employees to redundancy pay, and when these may not apply.

9 TUPE transfers

- Understanding the situations which are covered by TUPE including business transfers and service provision changes.
- Key procedural aspects of a TUPE transfer such as the provision of employee information and the consultation with staff.
- Claims can arise during and after such a transfer including automatic unfair dismissal and claims for failure to inform and consult.

10 Mock Employment Tribunal

- A live action representation of a final hearing at an Employment Tribunal.
- Examples of witness cross examination, and submissions from legal representatives.
- A final Judgment will be issued by the Judge presiding over the matter.

Our team

Our bespoke training works for businesses of all sizes. These engaging and interactive half-day sessions can either be purchased as stand-alone topics, or as part of our full package deal, meaning you only get what you need.

Our team are approachable and have a great depth of knowledge. Their experience advising on all aspects of employment law and HR, across many different sectors, means they can provide real-world advice on a wide variety of issues.

If you can rely on a well-trained group of managers to stop any situation which looks set to arise, that can take the worry away, leaving you free to focus on the management of your business without waiting for a tribunal claim to come your way.

To receive a tailored quote, please contact:

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A list of the dates for the training sessions available at our offices can be found at www.wilkinchapman.co.uk



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