

HRLaw Training: 2019 programme

Our HRLaw training programme is for business managers, directors, HR professionals and in-house legal teams. It gives you an opportunity to test and develop practical knowledge of how employment law applies to the sometimes tricky, real-life situations that occur in the workplace.

Our 2019 programme covers four highly topical issues:

- ✓ Wednesday 6 March: Managing agile and flexible working
- ✓ Tuesday 18 June: Managing mental health and disability. *New: forum theatre actors will demonstrate real-life scenarios*
- ✓ Wednesday 25 September: Ending the employment of executives: managing the risks
- ✓ Thursday 14 November: How to recognise and respond to whistleblowing allegations



Flexible pricing for 2019

- ✓ The price per delegate for each half-day session is £275.00 plus VAT, including all materials, refreshments and lunch.
- ✓ Reserve one place at three of our 2019 courses: £650.00 plus VAT. Please specify when you book which courses you wish to attend.
- ✓ Book four places for the price of three: £725.00 plus VAT.
- ✓ Reserve one place at two courses: £500.00 plus VAT. Please specify when you book which courses you wish to attend.

To make a booking, please contact hrrtraining@foxwilliams.com and we will confirm your place(s) and the payment required.



Why should I attend?

Our HRLaw training programme is different. Whether your focus is on compliance or best practice, you will learn how to implement the legal requirements at a practical level. You'll have the opportunity to benchmark your approach with other organisations taking part. And if you participate as a team, you'll be able to consider best practice as an employer. Each session is designed to ensure that delegates leave with a strong, practical understanding of the key issues that may arise, and how to address them within the employment law framework.



Expert training

Each of our courses is led by expert trainer and lawyer Selwyn Blyth. For the session on Managing mental health and disability in June, Selwyn will be joined by forum theatre actors, who will demonstrate the challenges that may arise when employees have mental health issues, and how to respond to them effectively as an HR professional or operational manager. To ensure each delegate gains the maximum advantage from the interactive approach, each session is strictly limited to 20 places.

Timing

Each session is at 9.30am for a 10.00am start, continuing until 1pm with a short break during the morning. Delegates are invited to stay for a light lunch for networking and further discussion.



I'd like my whole team to participate – can you help?

HRLaw bespoke in-house training

We are happy to address your specific training needs and tailor sessions to suit your team. Training we have delivered to other in-house teams includes:

- Changing terms and conditions of employment
- Defending Employment Tribunals – get ready!
- Essential Employment Law for managers
- Handling difficult conversations well – underperformance due to skills gaps and ill health
- How to implement TUPE
- Responding to requests for flexible working and agile working
- Restructuring and reorganisation
- Working with Trade Unions



Delegates' feedback from our 2018 programme

Excellent facilitation, group size fabulous.

Really enjoyed the session and found it very informative. Great size of group to be able to have discussion and practical discussion to support what we're learning.

Excellent, insightful and useful session. Thank you.

Plenty of opportunity to bring in experience and to ask questions.

Great discussion and really helpful.

The presentation style, interactivity and enthusiasm from Selwyn was very positive.

We look forward to welcoming you to our HRLaw Training programme during 2019.

Make a booking

The price per delegate for each half-day session is £275 plus VAT, or please ask about our flexible pricing offers. To make a booking, please contact hrtraining@foxwilliams.com.

Wednesday 6 March

Managing agile and flexible working

This course will address how businesses should respond to agile and flexible working. When can you decline a request? How do you maintain an effective team when some individuals are not physically present? As an HR professional, how do you support your colleagues and achieve the best business outcome? These issues and more are explored in today's course.

Aim

To explore issues arising from requests for agile and flexible working, including how to balance the expectations of people making such requests with operational demands.

Objectives

By the end of this three-hour course, participants will:

- Be able to distinguish between legal rights to agile/flexible working and good practice to attract and retain workers
- Have explored strategies to resolve common issues that arise in practice when managing or advising about agile/flexible working
- Be able to assess the risk of a successful claim of discrimination arising from agile/flexible working
- Have discussed suggestions to break down barriers to agile/flexible working and the business case to promote such working

Course outline

10am Introductions & objectives

Requests for agile/flexible working

- Who can request?
- What requests can be made?
- For what reason?
- ACAS Code of Practice
- What reasons are given in practice?

Issues that arise in practice

- Prioritising between multiple requests from same team
- Refusing requests for operational reasons
- Do you “set a precedent” by agreeing to a request for subsequent requests?
- Agility v presenteeism
- Managing performance of flexible/agile workers

Discrimination risks when refusing agile/flexible working arrangements

- Indirect discrimination
- Examples in practice: gender/religion
- Justifying operational requirements
- Agile/flexible working as an adjustment for disability

“Can Do” attitude

- Changing expectations
- Organisational barriers and suggestions to overcome these
- Business benefits

Questions & Answers

1pm Close

There will be a 15-minute break at an appropriate time. Lunch will follow the course.

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Tuesday 18 June

Managing mental health and disability at work – *with forum theatre actors*

The importance of maintaining good mental health at work is well recognised. If an employee has a mental health issue or disability, what reasonable adjustments can be made? In this session, our trainer Selwyn Blyth will be joined by forum theatre actors, who will work through two common challenging scenarios that frequently arise and assist you in developing strategies to respond to them.



Aim

To explain what is expected of a manager working with an employee with a mental health condition or disability; including making reasonable adjustments and suggestions for good practice.



Objectives

By the end of this three-hour course, participants will:

- Have explored how mental health may be a disability at work with reference to the relevant definition
- Be able to assess the reasonableness of adjustments for mental health disability with reference to a checklist of seven factors
- Have seen how their suggestions to manage mental health conditions at work play out in practice by participating in “forum theatre” with professional actors [no role play required]



Course outline

10am Introductions & objectives

Mental Health & Disability

- Increased focus on mental health at work
- Relevant definition of disability and how it applies to mental health in practice
- Is stress a disability?
- Telling an employer about mental health
- Five key steps expected of managers

Forum theatre scenario: telling a manager about a disability after recruitment

Adjustments: Assessing Reasonableness

- Seven relevant factors
- Cost & sources of funding
- Operational impact of adjustments on colleagues
- Systematic, joined-up approach [with template checklist]
- Confidentiality & making adjustments

Forum theatre scenario: managing challenging behaviour related to mental health

1pm Close

*There will be a 15-minute break at an appropriate time.
Lunch will follow the course.*

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Wednesday 25 September

Ending the employment of executives: managing the risks

The reputational and financial risks associated with terminating executives means that this is an area that needs strategic input and guidance to properly assess and mitigate against these risks. In this course we examine the key issues to be aware of when providing internal guidance in these often highly sensitive situations.

Aim

To develop participants' understanding of the key elements of a termination package for an executive and to explore the tactics of "without prejudice" conversations.

Objectives

By the end of this three-hour course, participants will:

- Be able to consider likely losses arising from a dismissal as the basis for a negotiation with reference to a checklist, including losses which arise more commonly for executives: bonus, share options and termination of office as well as employment
- Have explored tactically how and when to end an executive's employment
- Be able to state the requirements for a discussion to be "without prejudice"
- Have explored garden leave and restrictive covenants as options for protecting business interests while ending an executive's employment

Course outline

10am Introductions & objectives

What risks are you managing?

- Contractual claims: wrongful dismissal including notice & bonus
- Share options
- Statutory claims: unfair dismissal/discrimination/whistleblowing
- Protecting commercial interests: garden leave or restrictive covenants?
- Loss of office & employment

Negotiating settlement

- How much are these risks worth?
- Taking advice about share options
- Executive's duty to mitigate loss
- Recovery of shares
- References & announcements

Settlement agreements

- Tailoring required
- Independent legal advice
- Tactics: timing & opening offer
- "Without prejudice" discussions
- Taking advice about taxation of settlement

Questions & Answers

1pm Close

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Thursday 14 November

How to recognise and respond to whistleblowing allegations

We are running this course again due to a number of requests. What are the latest developments and how should HR and operational managers ensure appropriate protection? This course will include issues that arise in the financial services sector under the Senior Manager & Certification Regime.



Aim

To explain when a disclosure of information may be protected for being “in the public interest”; and how an employer should respond to such disclosures, including in the financial services sector under the Senior Manager & Certification Regime (SMCR).



Objectives

By the end of this three-hour course, participants will:

- ✓ Be able to follow a five-step checklist to decide whether information disclosed results in protection for the person making the disclosure
- ✓ Have explored the latest developments relating to who may make a protected disclosure and how s/he should do this
- ✓ Be able to explain when an employer is liable for any retaliation for making a protected disclosure
- ✓ Have gained insight from the requirements of the senior manager regime relating to whistleblowing in the financial services sector including the role of a whistleblowing champion
- ✓ Have explored good practice when handling a whistleblowing complaint



Course outline

10am Introductions & objectives

Protection for Whistleblowing

- Who can be protected?
- What can be a “qualifying disclosure”?
- How a disclosure becomes protected
- Disclosure directly to external bodies or the Press
- Five step checklist

Issues that arise in practice

- What is “in the public interest”?
- Can a worker still complain about their own terms and conditions?
- Disciplining a whistleblower for how s/he has raised a concern

“Reasonable Steps” defence

- What in practice is required for an employer to run this defence?
- Personal liability of individuals

Learning from Senior Manager Regime

- Role of regulators
- Role of whistleblowing champion
- Real-life examples

Handling whistleblowing complaints

- Policy guidance
- Responding appropriately
- Support for those affected

Questions & Answers

1pm Close

*There will be a 15-minute break at an appropriate time.
Lunch will follow the course.*