



# **Employment Law**

## Training Packages

## High Quality, Professional Employment Law Training Delivered by an Employment Law Expert

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Our training courses are suitable for HR practitioners and any employees in a managerial role from team leaders and line managers to directors.

We can deliver the training online, at your premises or at an alternative suitable venue. Our pricing is based on delivering the training online, or at a client's venue within 10 miles of our Chesterfield, Sheffield and Mansfield offices, for up to 10 people. However, we are happy to discuss training outside of this radius and with more people should this be required.



BB

The content of the training was on the money for me. It was communicated in a way that was easy to digest and in an environment conducive to being open and asking questions.

Katie was great at breaking the content down in a way that slowed a racing mind and showed us that though there are challenges within employment law there are also opportunities to improve what we do and how we do it. I would 100% attend additional training courses with Banner Jones Solicitors.

**James Ellis - Director**

Multiplex Engineering Limited

## Employment Law 101 Training Package

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Duration: **Up to 4 hours**

Cost (including all course materials)\*: **£895+VAT**

This course provides attendees with an overview of the key areas of employment law and how they relate to everyday situations in the workplace. This course is ideal for anyone who is involved in people management, as it will give them the information and skills they need to manage employees in accordance with the law.

Modules include:

- The employment relationship - an introduction and overview of the lifecycle
- Recruitment and contracts
- Potential issues during employment including leave, discipline, grievances and management
- Termination

## Equality and Diversity Training Package

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Duration: **Up to 2 hours**

Cost (including all course materials)\*: **£495+VAT**

This course will consider the Equality Act 2010, looking at your obligations as an employer where someone has a protected characteristic. We will also consider how diversity and inclusivity can be promoted in the workplace, which may help defend claims of discrimination.

Modules include:

- Legal obligations
- The protected characteristics
- How to promote diversity and inclusivity

## **NEW** Sexual Harassment Prevention Training Package

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Duration: **Up to 2 hours**

Cost (including all course materials)\*: **£495+VAT**

With the ever changing landscape of this topic and the introduction of the new proactive duty on employers to take reasonable steps to prevent sexual harassment in the workplace, this course will provide you with information to help ensure your organisation is legally compliant.

- What is harassment under the Equality Act 2010?
- EHRC Guidance
- Preventing and dealing with sexual harassment in the workplace
- Vicarious liability and extensions of the workplace
- Consequences of non-compliance
- Defending a sexual harassment claim



Really useful, I hadn't realised how much I didn't know.

## Recruitment Training Package

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Duration: **Up to 2 hours**

Cost (including all course materials)\*: **£495+VAT**

There are a number of legal issues that apply to recruitment, including discrimination. This course will give attendees the knowledge and skills to recruit new employees in accordance with the law from identifying the vacancy right through to making the offer.

Modules include:

- Legal issues
- Steps to lawfully and safely recruit
- Discrimination and the Equality Act 2010

## Contracts & Policies Training Package

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Duration: **Up to 2 hours**

Cost (including all course materials)\*: **£495+VAT**

This course will look at the fundamental elements of the contractual relationship between employers and employees. It will help attendees to understand how the contract of employment is formed and the key factors to consider when seeking to vary terms.

Modules include:

- Legal obligations
- Types of workers
- Policies and handbooks
- Implied terms
- Varying terms
- Breach of contract

## Performance Management Training Package

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Duration: **Up to 2 hours**

Cost (including all course materials)\*: **£495+VAT**

Capability and poor performance are one of the five lawful reasons to dismiss an employee. This course focuses on how to identify poor performance and effectively manage these issues in line with the law and best practice.

Modules include:

- Importance of a performance culture
- Identifying poor performance
- Capability vs performance
- Disability and the Equality Act 2010
- How to effectively manage performance
- How to dismiss fairly for performance related reasons



Thanks again for today – you really are a natural and I think the training you have provided us with will make a big difference to our managers.





Interesting and informative live presentation on current and impending employment law changes. Lots to think about!

## Termination of Employment Training Package

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Duration: **Up to 4 hours**

Cost (including all course materials)\*: **£895+VAT**

This course will take attendees through an overview of the law surrounding termination of employment and in particular, unfair dismissal. It will give attendees the knowledge and skills to deal with terminations to minimise the risk of a tribunal claim. This course will also look at the use of settlement agreements and how to hold conversations proposing settlement agreements with employees.

### Modules include:

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- Performance management
- Discipline and dismissal
- Unfair dismissal - what is it?
- Appeals
- Restrictive covenants
- Settlement agreements

## Tailored Training Package

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Duration: **To suit**

Cost (including all course materials)\*: **POA**

We can tailor all of our training to the needs of your organisation so please get in touch to discuss your requirements so that we can work with you to develop a course that suits your business and the needs of your staff. We are also happy to mix and match our courses depending on your required learning outcomes.



Sara Patel and the team at Banner Jones have supported us with more complex HR queries, and we are very happy with the service provided. The team are knowledgeable and understand our business to give us the best advice and support required. I would not hesitate in recommending the Employment team at Banner Jones.

**Amy Sawicki - Senior HR Advisor**

Ferdinand Bilstein UK Ltd



Protect your business from as little as **£250 a month**.



## Fixed Fee Employer Protection Plan

**We know** that as an employer it can be hard to maintain compliance and manage day-to-day employment issues, including flexible working requests.

With Employer Protect you can relax, safe in the knowledge that you have an expert employment law adviser on hand to support you, and help with ensuring that whatever action you take, you are legally compliant and protected by insurance (if this option is taken).

### Includes:

- Employment Law Health Check
- Tailored employment documents
- Dedicated HR and employment law advisor
- Telephone and email helpline
- Regular employment law updates
- Insurance (If required)

**BOOK  
NOW**

Contact us to discuss how our training can help you achieve legal compliance and best practice throughout your organisation.

0344 558 5329

[www.bannerjones.co.uk/training](http://www.bannerjones.co.uk/training)

