



## NDK Changing, Training, Speaking

### **EMPLOYMENT LAW – THE ESSENTIALS**

**Employment legislation is a minefield! With the increasing frequency of law changes, codes of practice and 'guidance' over recent years it's no wonder managers and business owners struggle to keep up with latest 'rules & regs'.**

**This course brings you up to date in a flash, explaining the latest significant employment legislation in simple to understand presentation and discussions to help you get to the bottom of all those Acts and Regulations that affect the way we employ people.**

**Aims** – To provide newly appointed personnel staff, line managers and all those wishing to familiarise themselves with the basics of Employment Law.

#### **Objectives –**

- To develop an even greater knowledge of the basic employment law processes
- To have even more confidence in applying the law to the employment environment
- To know where to seek further guidance on law matters

#### **Content**

- Contracts of employment – the contract, different types and variations of contracts, terms of employment, continuous service etc
- Individual rights during employment – Maternity, paternity, parental, discipline procedures, absence from work
- Discrimination – Sex, race, religious beliefs, sexual orientation, age and disability discrimination
- Termination of employment – principles of dismissal
- Employment tribunals
- Questions and answers

#### **Workshop ethos and comfort factors** ☺

- The session will start and finish on time with the appropriate comfort breaks.
- Delegates should wear comfortable casual attire.
- All delegates should come prepared to take part in the activities and be assured that their contribution will be valued.
- Refreshments will be provided.

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