

EMPLOYMENT LAW TRAINING HUMAN RESOURCE TRAINING ELEARNING COURSES

BIBBY CONSULTING & SUPPORT | BRUNSWICK COURT | BRUNSWICK STREET | NEWCASTLE UNDER LYME | STAFFORDSHIRE | ST5 1HH



EMPLOYMENT LAW TRAINING SERVICES

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Bibby Consulting & Support

Training Courses

We understand the need to deliver cost-effective and tailored training, which will not only ensure that you meet your legal obligations but will also help to improve overall efficiencies.

Using our team of expert trainers, we deliver courses in a relaxed environment supported by concise and easy to follow course notes. All of our courses can be delivered at your own offices/site or alternatively you can join a small group at one of our chosen venues throughout the UK.

Our Employment Law Courses and Health & Safety Training Sessions:

- Are delivered by experienced and professional trainers;
- Consist of direct content and delivery; straightforward and focused on the key issues;
- Have a relaxed and interactive forum, allowing you to share and build on your experiences with other delegates;
- Are supported by clear, easy to follow guidance material.

Employment Law Training:

Commercial Equal Opportunities and Diversity
Effective Appraisals
Interpersonal Skills
Leadership and Team Development
Creating an Attendance Culture
Performance Management
TUPE Transfers
Discipline and Grievance
Preventing Harassment and Bullying
Recruitment Workshop
Downsizing & Redundancy Management

elearning Courses:

All available elearning courses

Bibby Consulting & Support

Employment Law Training



Full Day



Half Day

Employment Law Training

Commercial Equal Opportunities & Diversity

Aims and Objectives:

Equal Opportunities and Diversity are major issues that impact directly on the bottom line. Get it wrong and you could be facing unlimited fines. Managing diversity in the workplace is crucial to optimising the output of your employees. Demonstrating your commitment to Equal Opportunities has been shown to secure competitive advantage. We will advise you on the key legal principles as well as outline how your business can benefit from Equality and Diversity.

Course Content:

- Definition of Equality
- Your legal obligations
- Managing Equality issues
- What is Diversity?
- Definition of Diversity
- Discrimination
- Implementing a Diversity policy
- Undertaking a Diversity review
- Why Diversity is important to your Organisation

Certification:

All delegates who successfully complete this course will be awarded a Certificate of Attendance.





Employment Law Training
Effective Appraisals

Aims and Objectives:

Regular performance appraisals are vital for the effective management and evaluation of staff. Appraisals support the development of individuals, assist improvement in organisational performance, and channel critical information into the business planning process. Done well, performance appraisals will motivate and engage. Done poorly, the process is seen as a difficult administrative chore and emotionally challenging, time will be wasted and relationships could be irreparably damaged. Our course will provide your managers and supervisors with the understanding of how to approach appraisals correctly, and conduct them effectively, thereby making the process a valuable experience.

Course Content:

- Explain the purpose of performance appraisal
- How appraisals and performance management are connected
- The difference between appraisals and counselling
- Preparing for an appraisal
- Conducting an appraisal
- What a good appraisal looks like
 - Giving effective feedback
 - Handling difficult messages
 - Setting achievable goals and expectations
 - Supporting other people's development
 - Using acknowledgement and praise
- Dealing with issues as they arise
- Avoiding escalating problems

Certification:

All delegates who successfully complete this course will be awarded a Certificate of Attendance.





Full Day



Half Day

Employment Law Training

Interpersonal Skills

Aims and Objectives:

Interpersonal Skills will help you manage the roles of communication, understand why effective communication is important, and know how to follow the steps of the communication process. This interactive multimedia training programme provides you with opportunities to make personal improvements to your communication effectiveness. This course will provide you with a good understanding of how interpersonal skills are essential to good people management and how to put those skills into practice.

Course Content:

- How do we communicate?
- The different forms of communication
- The importance of communication
- The results of ineffective communication
- Communication in the workplace
- Communication and problem solving
- The consequences of using the wrong skills in certain circumstances.
- Harassment in the work place
- Conflict management questionnaire
- Individual styles of leadership

Certification:

All delegates who successfully complete this course will be awarded a Certificate of Attendance.





Full Day



Half Day

Employment Law Training

Leadership and Team Development

Aims and Objectives:

This leadership development programme is suitable for executives and managers from a range of disciplines who require a good grounding in strategic leadership and team-building skills. Delegates may include experienced people managers with a need to develop, or refresh existing skills, through to newly-appointed leaders who are ready to take up the challenge of managing people. The programme is designed to develop individuals in line with the tough and demanding business environment of today.

Course Content:

- Give participants a deep understanding of leadership
- Define and develop a dynamic leadership style
- Facilitate effective leadership and motivation of teams
- Provide an understanding of team-building and team behaviour
- Build self awareness, self confidence and self esteem
- Improve personal effectiveness
- Promote innovation and the management of change
- Enhance the contribution of delegates and their teams towards the achievement of company goals and objectives

Certification:

All delegates who successfully complete this course will be awarded a Certificate of Attendance.





Full Day



Half Day

Employment Law Training

Creating an Attendance Culture

Aims and Objectives:

Absence is a complex issue that is one of the most significant and disruptive costs to any organisation. With the growth in employee rights, there are now many forms of legitimate absence. Our course will provide you with an overview of employee rights and the implications, as well as practical advice on how to manage absence and adopt systems proven to reduce absence levels.

Course Content:

- The role of manager
- Potential costs of absence
- Different sorts of authorised leave
- Disability discrimination
- Managing lateness
- Managing short-term absence
- Managing long-term absence
- Monitoring systems and why they work
- How to hold a return to work interview

Certification:

All delegates who successfully complete this course will be awarded a Certificate of Attendance.





Full Day



Half Day

Employment Law Training

Performance Management

Aims and Objectives:

Poor performance is a drain on your business. Identifying and resolving performance issues, and dealing with problems quickly and effectively are covered in this course. You will also learn about the proper process for dismissing the employee if they fail to achieve. A tool kit to coach poor performers, to appraise performance, and also to manage the legal risks involved in dismissal, forms part of the course notes.

Course Content:

- What is 'Performance Management'?
- Managing new starters
- Setting the standard
- Discrimination and other legal issues
- Measuring performance
- Agreeing objectives
- Appraisals
- Performance and development
- Performance and the disciplinary process

Certification:

All delegates who successfully complete this course will be awarded a Certificate of Attendance.





Full Day



Half Day

Employment Law Training

TUPE Transfers

Aims and Objectives:

TUPE has a reputation as the trickiest procedural requirement in employment law. We will advise you on how to manage the transfer process as efficiently as possible and keep legal risks to a minimum. The course will provide you with the knowledge you need to project manage a transfer, consult with staff and unions, and make sound judgements on changes to the workforce.

Course Content:

- The history and background of the TUPE Regulations
- The purpose of TUPE law
- What is a 'transfer'?
- Who gets transferred?
- Can you change a contract?
- How is contracting out affected? ('service provision changes')
- Consultation requirements
- Implications of the 2006 amendments
- Legal risks and penalties

Certification:

All delegates who successfully complete this course will be awarded a Certificate of Attendance.





Employment Law Training

Discipline and Grievance

Aims and Objectives:

The continuing increase in Tribunal Claims has made it essential to get discipline and grievance right. Mistakes can be costly. As well as covering the ACAS code and the need to be fair and reasonable, we will also look at what you need to do if it all goes wrong. This course will provide you and your management team with the knowledge needed to comply with the law, and help develop the skills needed to manage problem situations efficiently and effectively.

Course Content:

- What is poor conduct?
- What is poor performance?
- Addressing employee issues
- Investigation
- Preparation
 - The right to be accompanied
 - The questions
 - Administrative support
- Conducting the meeting
 - The 7 key stages
 - Importance of adjournment
- Handling grievances effectively
- Where to draw the line
- Alternative to formal procedures
- Dealing with difficult situations
- Record keeping

Certification:

All delegates who successfully complete this course will be awarded a Certificate of Attendance.





Full Day



Half Day

Employment Law Training

Preventing Harassment and Bullying

Aims and Objectives:

Harassment and bullying can take many forms. It isn't just about the tough manager who oversteps the mark. It is also about the employee who makes life difficult for their supervisor. Harassment and bullying can cost, not just in terms of unlimited fines, but also because motivation will fall, productivity will drop and good employees will leave. We will provide you with the procedural tools and help you develop the skills needed to tackle harassment and bullying in the workplace and reduce your exposure to claims.

Course Content:

- Definitions of harassment and bullying
- Effects of harassment and bullying
- Reasonable and unreasonable behaviour
- Organisation's policy and procedures
- Legal framework
- How to recognise harassment and bullying
- How to deal with conflict
- How to provide support to both complainant and perpetrator
- To be aware of our own behaviours and how they affect others
- To be aware of organisational and social attitudes towards different forms of behaviour

Certification:

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Full Day



Half Day

Employment Law Training

Recruitment Workshop

Aims and Objectives:

Getting recruitment wrong could cost you a lot of money. We will help you identify the legal risks associated with recruitment so that you can protect your business from vexatious claims. We will also advise you on how to carry out a recruitment exercise that will make sure you identify the best candidate for the job. Bringing the wrong person onto your team can be expensive, time consuming and a drain on morale - we will help you make recruitment add value.

Course Content:

- Legislation overview
 - Discrimination
 - Types of discrimination
 - The right to work in the UK
 - Obligations on prospective employer
- The recruitment & selection process
 - Job descriptions and people specifications
 - Selection methods
 - References
 - Making an offer
- Preparation for recruitment
- Methods of recruitment
 - Attracting the right candidate
- Preselection
- Interviewing
 - Preparation
 - Types of interview
 - Questioning techniques
- The decision

Certification:

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Full Day



Half Day

Employment Law Training

Downsizing and Redundancy Management

Aims and Objectives:

Restructuring is one of the biggest challenges any Organisation will face, not least because of the amount of legislation that surrounds it. We will provide you with an understanding of the ways you need to go about consultation and an understanding of why it is so important. We will also identify the practical steps involved in planning a restructure so that you stay the right side of the law. An ideal course for you and your senior management team.

Course Content:

- Redundancy and the law
- Discrimination
- Planning redundancy
- Modifying the process (short service)
- Consultation
- Assessment and selection
- Individual consultation
- Suitable alternative employment
- Redundancy pay
- The right of appeal

Certification:

All delegates who successfully complete this course will be awarded a Certificate of Attendance.



Bibby Consulting & Support

elearning Courses

elearning

All available elearning courses

Available at £15 per course or further discount to £10 per course when 10+ purchased ▼

CONSTRUCTION SAFETY

Fundamentals for Safety
Workplace Bullying & Harassment
Height Safety Essentials
PPE Essentials
Manual Handling for Industry 2010
Safety Awareness
Hazardous Substances Safety Essentials
Mobile Elevating Work Platform (MEWP) Safety Essentials
Drug & Alcohol Awareness
Understanding Eye Safety at Work

DRIVER SAFETY

Driver Fatigue Management
Shift Work Safety Essentials
Drug & Alcohol Awareness
Forklift Stability Essentials
Forklift Safety Essentials

HOSPITALITY AND FOOD SAFETY

Food Safety Essentials
Retail Manual Handling
Understanding Safety in the Office
Building Fire Safety: Low Rise
Building Fire Safety: High Rise

MANUAL HANDLING

Office Manual Handling 2010
Manual Handling for Industry 2010
Warehouse Manual Handling 2010
Retail Manual Handling

OFFICE SAFETY

Drug & Alcohol Awareness
Office Fire Prevention and Response
Understanding Safety in the Office
Ergonomic Essentials for the Office
Office Manual Handling 2010
Maintaining a Harassment Free Office: Employees
Office Fire Prevention and Response
Office Building Fire Safety: Low Rise
Office Building Fire Safety: High Rise
Risk Management Safety Essentials
Health and Hygiene Essentials for the Office
Active Listening Skills

RETAIL SAFETY

Drug & Alcohol Awareness
Retail Manual Handling
Maintaining a Harassment Free Office: Employees
Food Safety Essentials
Building Fire Safety: Low Rise
Building Fire Safety: High Rise
Understanding Safety in the Office
Warehouse Manual Handling 2010

WAREHOUSE SAFETY

Drug & Alcohol Awareness
Warehousing and Storage Safety Essentials
Workplace Bullying & Harassment
Warehouse Manual Handling 2010
Forklift Stability Essentials
Forklift Safety Essentials

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