



Employment Law Practice

1 day training programme



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Target

Line managers and staff functions e.g. personnel, training and payroll involved in making employment-related decisions.

Outline

Every manager needs a good working knowledge of employment law. This programme is designed to give managers practical guidance so that they can manage positively and proactively.

Objective

The objective of this programme is to provide managers with a full working knowledge of employment law as it affects day-to-day management.

Learning outcomes

At the end of this programme, participants will be able to:

- Fulfill their responsibilities within the requirements of Irish employment law.
- Approach employment related decisions confidently and competently.
- Conduct recruitment and selection, performance management, grievance, dignity at work and disciplinary processes in accordance with employment law.
- Manage contemporary issues e.g. Email & Internet, Working Time Act, Absenteeism.
- Implement employee rights legislation e.g. Maternity Leave.
- Know when to seek advice.

Content

The content covers issues that managers are likely to deal with in their everyday work. It covers ten key areas of employment practice including:

- Contracts of employment.
- Recruitment and selection.
- Conditions of employment.
- Equality.
- Managing attendance.
- Email and internet.
- Maternity and other leave.
- Bullying and harassment.
- Handling grievance and disciplinary cases.
- Termination of employment.

Presentation and interaction was excellent, all queries answered and clarified

shrc limited
heather house
sandyford business park
dublin 18

e info@shrc.ie
w www.shrc.ie
t 01 297 4070
f 01 293 9816

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As a provider of quality training programmes, shrc guarantee experienced facilitators and tailored content coupled with practical-oriented sessions. Other popular programmes include: Attendance / Absence Management; Competency-based Interviewing; Management for Results; Management Skills; PMDS for Line Managers.

Methodology

The training methods and techniques employed during all programmes will be based on best practice in adult learning.

The methods used include:

- Short lectures - to impart required background information / knowledge.
- Facilitated discussions - to allow for open debate, airing concerns and enhanced participation.
- Case studies - to assist with the practical application of learning.
- Role-plays - to gain experience of using the acquired skills.

Benefits of in-house programmes

- Customisation - tailored to meet your specific training requirements.
- Flexible - where and when you want.
- Cost effective - no travel, no days away, no unrelated expenses.
- Low cost per person - even with small numbers.
- Consistent message throughout your organisation.

Contact us

- To find out more about this programme or any other programmes we have on offer.
- To discuss your current or future training requirements.
- To learn more about our training approach and facilitators.
- Contact Ann at 01-2974070 or email ann@shrc.ie.

