



Employment training services Hong Kong



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Welcome

Welcome to our training service, which specialises in running employment law courses for HR, in-house legal and managers. We facilitate events which are based on real legal expertise and are fun, interactive, accessible and engaging.

Effective training is essential for every business. Whether you want to keep your HR team fully up to date or run practical training for managers to increase confidence and avoid costly mistakes, we can help. Our employment law training enables you to invest in your people, building their skills and knowledge at the same time as reducing the risk of legal claims.

This brochure gives details of all our courses, including our tailored training service. We provide:

- Standard courses at a fixed cost, which can be mixed and matched
- E-learning courses
- Tailored courses, based around our standard course topics or any other employment law topic you wish

If you're simply not sure where to start with your training needs, please contact Emma Richardson emma.richardson@lewissilkin.com and she would be delighted to have a conversation or meeting with you.



Our curriculum at a glance

HR courses	Audience	Where	Duration	Cost (plus travel)	Page
Employment law update	HR/legal	Your office	2 hours	15,000 HKD	12
Handling sickness absence	HR	Your office	2 hours	15,000 HKD	13
Stress and mental health	HR	Your office	2 hours	15,000 HKD	13
Diversity	HR	Your office	2 hours	15,000 HKD	14
Flexible working	HR	Your office	2 hours	15,000 HKD	14
Recruitment	HR	Your office	2 hours	15,000 HKD	15
Data Protection for HR	HR	Your office	2 hours	15,000 HKD	15
Handling data access requests	HR	Your office	2 hours	15,000 HKD	16
Protecting your business	HR	Your office	1.5 hours	12,500 HKD	16

Manager courses	Audience	Venue	Duration	Cost (plus travel)	Page
Diversity	Managers	Your office	1.5 hours	12,500 HKD	18
Unconscious bias	Manager	Your office	2 hours	15,000 HKD	19
Leadership workshop (anti-sexual harassment)	Manager	Your office	2 hours	15,000 HKD	20
Speak up seminar (anti-sexual harassment)	Manager	Your office	1.5 hours	12,500 HKD	20
Handling disciplinaries and grievances	Managers	Your office	2 hours	15,000 HKD	21
Handling investigations	Managers	Your office	2 hours	15,000 HKD	21
Performance management	Managers	Your office	2 hours	15,000 HKD	22
Handling sickness absence	Managers	Your office	2 hours	15,000 HKD	22
Stress and mental health	Managers	Your office	2 hours	15,000 HKD	23
Leadership workshop (stress and mental health)	Managers	Your office	2 hours	15,000 HKD	23
Data protection	Managers	Your office	2 hours	15,000 HKD	24
Protecting your business	Managers	Your office	1.5 hours	12,500 HKD	24

E-learning	Audience	Venue	Duration	Cost	Page
Diversity	All staff	e-learning	n/a	20,600 HKD	27
Unconscious bias	Managers	e-learning	n/a	20,600 HKD	27
Anti-harassment and dignity at work	All staff	e-learning	n/a	20,600 HKD	27
Handling disciplinarys	Managers	e-learning	n/a	20,600 HKD	27
Handling grievances	Managers	e-learning	n/a	20,600 HKD	27
Handling performance issues	Managers	e-learning	n/a	20,600 HKD	27
Handling mental health and stress issues	Managers	e-learning	n/a	20,600 HKD	27
Data awareness	HR/managers	e-learning	n/a	20,600 HKD	27

Courses for HR and legal

We offer a full set of training courses for both HR and legal, from our *Employment law update*, to courses which enable you to look at specific topics in a bit more depth.

Each course can be run as a single session. Alternatively, two or more of our shorter courses can be combined to create a course to your specifications. Popular combinations include handling sickness absence with stress and mental health, and diversity with either flexible working or recruitment.

These are all standard courses, but we can include references to your own policies and procedures to ensure that they are fully relevant to your business – just send us the applicable policies in advance.

Each course is priced individually. If you choose to combine courses together we can agree a discounted price, and the total cost for one full day of training (delivered on the same day) will not exceed our standard price for a one day course of 30,000 HKD.

How to book

To book a course or find out more, please contact Emma Richardson emma.richardson@lewissilkin.com or your usual contact at Lewis Silkin.



Employment law update

It is essential for organisations to keep up to date with employment law changes in Hong Kong. We can run an employment law update course for your HR team at your own premises. We can also run a version of this course for in-house legal teams.

Course outline

This will depend on what is happening at the time! But we will always cover recent developments, forthcoming changes, and key cases on all areas of employment law. Let us know in advance if you are interested in a particular topic and we can cover this in a bit more detail.

Duration and cost

2 hours, 15,000 HKD (plus travel if required)

How to Book

Please contact Emma Richardson emma.richardson@lewissilkin.com or your usual contact at Lewis Silkin.

Handling sickness absence

Sickness absence can be a real headache for HR professionals. This course will look at how to handle both intermittent and long-term sickness absences, including the overlap with disability discrimination and the duty to make reasonable accommodations. We will use practical, interactive case studies to bring the issues to life and generate plenty of discussion.

Course outline

- The different types of sickness absence
- Overview of disability discrimination
- Dealing with short-term absences
- Dealing with long-term absences and disability-related accommodations
- Medical advice
- Procedures for managing absence
- Interactive case studies

Duration and cost

2 hours, 15,000 HKD (plus travel if required).

Stress and mental health

Absence due to common mental health conditions, such as stress, anxiety and depression, can cost organisations time and money. This course looks at the legal and practical challenges caused by these issues, including what you can do to reduce stress, minimise the legal risks and maintain a mentally healthy workforce. As part of the session we use case studies to illustrate common issues and pitfalls when dealing with a stressed employee.

Course outline

- The inter-relationship between stress and mental health
- How to identify the warning signs
- The legal risks of mishandling the situation
- Disability discrimination and reasonable accommodations
- Medical advice
- Handling a return to work
- Tricky issues
- Interactive case study

Duration and cost

2 hours, 15,000 HKD (plus travel if required).

Diversity

A critical topic for all HR professionals, this course will provide you with a reminder of the principles of diversity and equal opportunity, together with a more in-depth look at the different types of discrimination and how they can happen. We use short case studies during this course to illustrate specific points and generate plenty of discussion.

Course outline

- The concepts of diversity and equal opportunity
- The protected characteristics
- Who is protected and who is liable
- The “reasonable steps” defence
- Direct discrimination
- Indirect discrimination and justification
- Victimisation
- Vilification
- Harassment
- Managing complaints and grievances

Duration and cost

2 hours, 15,000 HKD (plus travel if required).

Flexible working

Employers should be equipped to accommodate employees with different needs, including those with child-care or elder-care responsibilities. This course will take you through the legal requirements and possible risks, and take a practical look at how to handle different requests.

Course outline

- Flexible working and indirect discrimination
- Accommodating different requirements
- Handling requests in practice
- How to deal with conflicting requests
- Interactive case studies

Duration and cost

2 hours, 15,000 HKD (plus travel if required).

Recruitment

Good recruitment practices are key to any organisation's success, but this is also a time when things can go wrong before someone has even become your employee. The most common pitfalls relate to discrimination - but there are a number of other tricky areas including data protection and contractual issues. We will use written case studies to illustrate specific points and generate plenty of discussion.

Course outline

- Discrimination issues and reasonable accommodations
- Advertisements and job descriptions
- Shortlisting
- Job interviewing and feedback
- Online screening and data protection
- Contractual issues, including restrictive covenants

Duration and cost

2 hours, 15,000 HKD (plus travel if required).

Data Protection for HR

This course looks at the application of data protection principles to HR and how to handle issues that may arise in your day-to-day work. We will use lots of practical examples and case studies throughout the course.

Course outline

- Key concepts: what is personal data?
- The Data Protection Principles
 - Purpose and manner of collection of personal data
 - Accuracy and duration of retention of personal data
 - Use of personal data
 - Security of personal data
 - Information to be generally available
 - Access to personal data
- Dealing with breaches of data security: HR's role in the response team
- Handling data access requests
- Handling data in investigations, grievances and disciplinary scenarios
- Consequences of non-compliance

Duration and cost

2 hours, 15,000 HKD (plus travel if required).

Handling data access requests

Data access requests allow individuals to ask for details of all personal data held about them by their employer. These are increasingly common and can be both complex and time consuming – and often it is HR who are tasked with providing the response. This course will take you through the process of responding to a request and illustrate the application of the rules with a developing case study.

Course outline

- The legal rules
- The available exemptions
- Tactical considerations and practical tips
- What can go wrong
- Practical case study

Duration and cost

2 hours, 15,000 HKD (plus travel if required).

Protecting your business

This training session focuses on defending threats to your business (for example when you are facing a team move), and how to manage risks when you are recruiting employees from your competitors. The session is intended to be practical and is aimed at lawyers, HR professionals and executives who need to grapple with these issues from time to time.

Course outline

- Confidential information
- Notice periods and garden leave
- Restrictive covenants
- Recruitment
- Team moves

Duration and cost

1.5 hours, 12,500 HKD (plus travel if required)

Courses for Managers

We offer a full set of training courses for managers on key subjects.

Every course can be run as a single session. Alternatively, two or more courses can be combined to create a course to your specifications. Popular combinations include handling disciplinaries and handling grievances, and diversity combined with handling sickness absence.

These are all standard courses, but we can include references to your own policies and procedures to ensure that they are fully relevant to your business – just send us the applicable policies in advance.

Each course is priced individually. If you choose to combine courses together we can agree a discounted price, and the total cost for one full day of training (delivered on the same day) will not exceed our standard price for a one day course of 30,000 HKD.

How to book

To book a course or find out more please contact Emma Richardson
emma.richardson@lewisilkin.com or your usual contact at Lewis Silkin.

Diversity

Equal opportunities and diversity training is a must for every business. It's not just about avoiding discrimination claims - although that is important! An inclusive workplace where employees respect diversity and each other is a good place to work, bringing benefits to both staff morale and productivity.

This type of training is key to helping your business avoid costly and damaging claims of discrimination and harassment. It enables everyone to understand their obligations and how to avoid breaching the law. If the worst happens and you do face a claim, appropriate training will help your business defend itself by showing it has taken steps to prevent discrimination from taking place.

Our diversity training course for staff and managers is suitable for a large group, and can be repeated a number of times if you want to train your whole workforce. The basic version for all staff provides a one hour overview of the importance of diversity and how to avoid discrimination and harassment. The version for managers is a little longer and covers a manager's responsibility to deal with discrimination issues. Although the manager course can be delivered to a large group, we include quizzes and case studies to involve the participants; therefore smaller groups are recommended.

This is a standard course, but we can include references to your own policies and procedures to ensure that the session is fully relevant to your business – just send us the applicable policies in advance.

Course outline

- True/false icebreaker quiz
- What is diversity and why it matters
- Which groups are protected
- Who can make a claim and who can be liable
- The different types of discrimination
- Interactive case studies
- How to raise issues
- (For managers) how to deal with issues and complaints

Duration and cost

1.5 hour course for managers - 10,300 HKD (plus travel if required).

1 hour course for all staff - 9,800 HKD (plus travel if required)

(We can also agree a discount if the same course will be repeated a number of times)

How to book

Please contact Emma Richardson emma.richardson@lewisilkin.com or your usual contact at Lewis Silkin.

Unconscious bias

Unconscious bias can impair effective decision-making and cause unfair treatment of others. We are all biased, but an awareness of those biases and how to address them makes for a more efficient and happier workplace, where everyone's true potential can be realised. This course will introduce participants to the concept of unconscious bias and provide practical guidance on how to ensure everyone is treated fairly at work.

Course outline

- Introduction to unconscious bias
- Why we are all biased
- Why unconscious bias matters
- Unconscious bias at work
- Workplace examples
- How to address your own and others' biases

Duration and cost

2 hours, 10,550 HKD

Leadership workshop (anti sexual harassment)

An interactive session for senior leadership which focuses on sexual harassment and bullying, creating awareness of the issues, understanding the law and risks and providing practical advice on how to handle issues that may arise in the workplace. During the session we explore the need for leaders to role model the right behaviours and to speak up when situations do not reflect the organisation's values. The workshop has a number of interactive case studies to demonstrate the consequences of poor behaviour, allowing participants to work in smaller groups and contribute to wider discussions. There is a workbook which accompanies the session.

Course outline

- An introduction to sexual harassment and bullying
- The protected characteristics
- Who is protected and who is liable
- Examples of bullying and sexual harassment behaviours
- Interactive case studies
- The responsibilities of a leader
- How to manage issues

Duration and cost

2 hour course for leaders - 20,000 HKD (plus travel if required)

Speak Up seminar (anti sexual harassment)

Designed as a seminar session for up to 40 participants. It is intended to be run after the leadership workshop events to encourage employees to "speak up" when they themselves experience unacceptable behaviour, or support a colleague who has experienced poor behaviour. There is some group work to explore scenarios ranging from casual banter to what to do when you are harassed. The session offers practical advice on what to say / how to respond when faced with inappropriate comments or behaviour, where to go within your organisation to gain support or information and how to support a colleague.

Course outline

- An introduction to sexual harassment and bullying
- The protected characteristics
- Examples of bullying and sexual harassment behaviours
- How to "speak up"
- Small group discussions on scenarios
- How to support a colleague
- Where to go for more help and support

Duration and cost

1.5 hour course for employees - 10,300 HKD (plus travel if required)

(We can also agree a small discount if the same course is run twice on the same day)

Handling disciplinaries and grievances

All managers need to be confident at dealing with disciplinaries and grievances. Following best practice is important as, when handled incorrectly, both can lead to a myriad of other problems, such as discrimination claims. Treating employees fairly throughout the processes will minimise the risk for organisations.

Course outline

- Understanding disciplinary sanctions
- How to recognise a grievance
- What claims can arise if things go wrong
- Common mistakes and how to avoid them
- Interactive case studies

Duration and cost

2.5 hours, 10,800 HKD (plus travel if required).

Handling investigations

Every manager may need to conduct a workplace investigation, ranging from looking into a minor disciplinary issue to formally investigating a complex grievance on a sensitive issue. This course guides managers through the different steps in an investigation and gives them the skills and confidence they need to carry out this role effectively. We will use case studies to take the participants through an example investigation into allegations of harassment in order to illustrate correct procedure, practical skills and common pitfalls.

Course outline

- What is the investigator's role?
- Overview of grievance investigations
- Overview of disciplinary investigations
- Step 1 - preparation
- Step 2 – conducting witness interviews
- Step 3 – writing your report
- Common problems and how to deal with them
- Interactive case study

Duration and cost

2.5 hours, 10,800 HKD (plus travel if required).

Performance management

Managing performance is an essential part of every manager's day to day role. When handled effectively, good performance management can motivate and bring out the best in your employees. Failing to manage performance well (or at all) can lead to inefficiency, resentment, grievances or legal claims. This course will look at the importance of good performance management and how to implement this in practice. We will use practical, interactive case studies to bring the issues to life and generate plenty of discussion.

Course outline

- The basic principles of performance management
- Why performance management matters
- Best practice to avoid employee complaints
- Use of appraisals and performance ratings
- Tricky issues and how to deal with them
- Interactive case studies

Duration and cost

2 hours, 10,550 HKD (plus travel if required).

Handling sickness absence

Sickness absence is an inevitable part of the workplace and something that all managers will come across regularly. This course will look at how to handle different types of sickness absence from the manager's perspective, including legal risks and duties to accommodate disabled employees. We will use practical, interactive case studies to bring the issues to life and generate plenty of discussion.

Course outline

- The different types of sickness absence
- Legal risks that can arise in sickness cases
- Overview of disability discrimination and the duty to make reasonable accommodations
- Dealing with short-term absences
- Dealing with long-term absences
- Getting medical advice
- Interactive case studies

Duration and cost

2.5 hours, 10,800 HKD (plus travel if required).

Stress and mental health

Absence due to common mental health conditions, such as stress, anxiety and depression, can cost organisations time and money. Managers are on the front line dealing with these issues, and will often be the first person to spot the possible warning signs. This course is designed to increase your managers' confidence in dealing with stress and mental health in the workplace, taking a practical approach while making the legal risks clear. As part of the session we use case studies to illustrate common issues and pitfalls when dealing with a stressed employee.

Course outline

- Introduction to stress and mental health in the workplace
- How to identify the warning signs
- The legal risks if things go wrong
- Disability discrimination and reasonable accommodations
- Getting medical advice
- Handling a return to work
- Interactive case study

Duration and cost

2.5 hours, 10,800 HKD (plus travel if required).

Leadership Workshop (stress and mental health)

An interactive session for senior leadership which focuses on mental health and stress; creating awareness of the issues, understanding the law and risks and providing practical advice on how to handle issues that may arise in the workplace. During the session we explore the need for leaders to role model the right behaviours and how to respond to situations. The workshop has a number of interactive case studies to demonstrate the consequences of ignoring requests for support, allowing participants to work in smaller groups and contribute to wider discussions. There is a workbook which accompanies the session.

Course outline

- An introduction to mental health and stress
- What it is
- Who is protected
- Interactive case studies
- The responsibilities of a leader
- How to manage issues

Duration and cost

2 hour course for leaders - 10,550 HKD (plus travel if required)

Data Protection

This course trains managers on the responsible management of data handling. We will use lots of practical examples and case studies throughout the course.

Course outline

- Key concepts: what is personal data?
- The Data Protection Principles
 - Purpose and manner of collection of personal data
 - Accuracy and duration of retention of personal data
 - Use of personal data
 - Security of personal data
 - Information to be generally available
 - Access to personal data
- What to escalate and when
- Recognising and handling data access requests
- Consequences of non-compliance

Duration and cost

2 hours, 10,550 HKD (plus travel if required).

Protecting your business

This training session focuses on defending threats to your business (for example when you are facing a team move), and how to manage risks when you are recruiting employees from your competitors. The session is intended to be practical and is aimed at lawyers, HR professionals and executives who need to grapple with these issues from time to time.

Course outline

- Confidential information
- Notice periods and garden leave
- Restrictive covenants
- Recruitment
- Team moves

Duration and cost

1.5 hours, 10,300 HKD (plus travel if required)

E-learning

Live face-to-face training may often be a good way to learn, but there are times when you need a different training solution. Our e-learning courses are designed to give you a flexible training option which doesn't compromise on quality. Whether you want a standard course for compliance purposes or a bespoke course to address a particular need, we can design online training around your requirements.

All of our e-learning courses are practical and fully interactive, in the same way as our live training. We use case studies, film clips and quizzes to engage the participants and bring the subject to life.

We can also let you know which participants have successfully completed each course, and provide you with a document showing this information so you can track completion for compliance purposes.

Standard courses

We have a set of standard e-learning courses on popular topics, based on our live training sessions.

You can buy these courses at a fixed price, giving you unlimited access to the course for an unlimited number of participants. We do not charge an additional licencing fee or vary the price depending on the number of employees to be trained.

Essential employment law for managers

Based on our most popular classroom course, this modular e-learning course is designed to give your managers greater confidence in the key areas of employment best practice which they face in their role. We can include references to your own policies and procedures to ensure that the session is fully relevant to your business.

The course outline is:

- Handling disciplinary proceedings
- Managing poor performance
- Handling grievances
- Equal opportunities and diversity
- Dealing with sickness absence and disability issues
- Family rights and flexible working

The cost starts at 10,950 HKD for design and 150,000 HKD for delivery, based on three one-hour e-learning modules.

Other standard courses

- Diversity - 20,600 HKD
- Unconscious bias - 20,600 HKD
- Anti-harassment and dignity at work - 20,600 HKD
- Dealing with a disciplinary procedure - 20,600 HKD
- Dealing with a grievance - 20,600 HKD
- Handling performance issues - 20,600 HKD
- Handling mental health and stress issues - 20,600 HKD
- Data awareness - 20,600 HKD

Although these are all standard courses, as with our live training we can include references to your own policies and procedures to ensure that they are fully relevant to your business – just send us the applicable policies in advance. We can incorporate your own logo into the design of the course. If you wish, we can also include a filmed clip of someone from your own business which introduces or endorses the messages in the course.

Tailored courses

We can design an e-learning course for you on any employment law topic of your choice. This can be a more tailored version of one of our standard courses, or a completely new course.

The cost for this will depend on your requirements and the amount of preparation work involved, but we will always discuss and agree the price with you in advance.

Want to know more?

You can find taster examples of some of our e-learning courses on our website

www.lewissilkinemployment.com.

To buy a course or find out more please contact Emma Richardson emma.richardson@lewissilkin.com or your usual contact at Lewis Silkin.

