

Employment Law Training: In-depth training

Training is an important way to develop, upskill and empower people within every business.

Whether you want to keep your HR team fully up to date or run practical employment law training for managers to increase confidence and reduce the risk of costly mistakes and legal claims, we can help.

We deliver training to a wide range of organisations across all industries and as our trainers are employment and immigration lawyers who exclusively provide client training, you'll benefit from legal expertise in an interactive, accessible and engaging way.

Employment Law Academy

This four half-day course enables you to spend time away from the office increasing your knowledge and focusing on key areas of employment law in depth. Delivered in a practical and engaging way, we use real examples, filmed case studies and group discussion to bring the issues to life. The Employment Law Academy is aimed at Junior - mid level HR professionals, HR Directors new to the UK, and Head of Legal new to employment matters. Our academy will cover:

- ▶ Worker status
- ▶ Contractual matters and holiday issues
- ▶ Unfair dismissal overview
- ▶ Performance management
- ▶ Conduct dismissals and disciplinary investigations
- ▶ Handling difficult conversations
- ▶ Redundancy overview
- ▶ Protected characteristics and equal opportunities
- ▶ Absence management and disability discrimination procedure and investigations
- ▶ Employment tribunal procedure overview
- ▶ Overview of forthcoming changes

The course runs as either 4 half days virtually or 2 days as a classroom event hosted at our London offices in Chancery Lane.

Four half-days or two-day course - £700 plus VAT per participant (Group discount rate of £650 plus VAT per participant, for two or more bookings from the same organisation).

In-house

If you have a larger HR/Legal team, we can also run your own Employment Law Academy, online or at your own premises, focusing on areas that are most relevant to your business.

Two half-days or one-day course - £3,250 plus VAT (opt for day one or day two) or Four half-days or two-day course - £6,500 plus VAT

Essential employment law for managers

One of our most popular courses, this session covers the most important topics facing your managers on a day-to-day basis. We can run this course for a group of up to 25 managers at a time. Many of our clients regularly ask us to provide this training to newly promoted managers to give them greater confidence in understanding areas of employment law which will affect them in their new role. Established managers find the course a very useful refresher.

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. An example of what we cover:

- ▶ 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 training is practical, lively and interactive and we use real examples, case studies, group discussions and filmed material to bring the issues to life. There is also plenty of opportunity during the day for participants to talk with the legal trainer and with each other, giving them the chance to discuss how employee issues are dealt with across the various parts of your business.

This course is run online in a modular format. Each module is 1-2 hours in length. Please contact us for costs.

Immigration Law Academy

With the UK's post-Brexit Points-Based System now bedding in, and new right to work and other arrangements in place for EEA/Swiss nationals and their family members, it is important that HR teams are top of recent changes to business immigration.

As the pace of change in this area continues unabated, keeping up-to-date is vitally important and our popular Immigration Law Academy is designed with this purpose in mind.

Topics include the UK's Points-Based Immigration System, an overview of the Skilled Worker Visa, Intra-Company routes and sponsorship, the immigration implications of Brexit and prevention of illegal working, as well as ensuring you are up to speed on the Home Office's COVID-19 immigration guidance as relevant.

Course outline

- ▶ Overview of immigration categories that allow working
- ▶ Points-Based Immigration System (PBIS), including the new Graduate route, and sponsorship
- ▶ Deep dive into the Skilled Worker and Intra-Company routes
- ▶ Overview of changes to the arrangements for sponsor licence holders
- ▶ Guidance on how to deal with the immigration implications of COVID-19 for sponsors and applicants
- ▶ Advice on how to carry out right to work checks including online right to work checks and checks for EEA/Swiss nationals
- ▶ Options for EEA/Swiss nationals and their family members who have not applied in time for the EU Settlement Scheme
- ▶ Options for frontier workers and visitors

Two half-day online course - £295 plus VAT per participant (discount available for multiple attendees)

Mock Employment Tribunal

Our mock employment tribunal is an interactive session showing a typical hearing process. As part of the event participants can ask cross-examination questions and vote on what they think is the right result. Managers or members of your HR team can also play the parts of the claimant and the employer's witnesses, with the opportunity to be cross-examined by some of our lawyers!

Our Mock Tribunals include:

- ▶ Introduction to the Employment Tribunal process
- ▶ Claimant's and respondent's cases
- ▶ Example cross-examination
- ▶ Cross-examination by audience
- ▶ Closing speeches
- ▶ Audience vote and tribunal's verdict

3 hours - Hearings are still mainly held online at the moment so you can choose from an online or in-person event (at your premises or hosted at our offices in London). The online price is £3,250 plus VAT and the in-person is £3,950 plus VAT.

"I have been organising training for our company for eighteen years and [Lewis Silkin's session] was the best I've seen."

VP legal, Lighting tech company

"Great course, great content, great presenter."

HR Manager, Fashion retailer

"Presenters were great, personable and engaging."

Learning & Development Lead, Financial Services company

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