

MEET THE TEAM



Daff Richardson

Daff has more than 20 years' experience in employment law and has provided training to companies large and small over this time. Her specialisms include executive appointments and terminations, contract terms and business reorganisations.



Eugene Wojciechowski

Eugene provides employment law training to a full range of clients and he is a regular speaker at conferences and seminars held by the Chartered Institute of Personnel and Development ('CIPD'). He also organises events for Croner Training and Hawksmere. His training sessions are fun, interactive and practical, leaving those who attend feeling more confident when they return to the office to face the challenges of the day ahead.



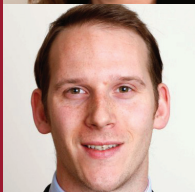
Jayne Sinclair

Jayne has extensive training experience across many subject areas. Most recently she has provided bespoke training for Hyundai Motor UK Ltd to its car dealerships across the UK, providing a one day training session on the 'Essentials of Employment Law'. Jayne likes her training session to be interactive, fun and challenging for the participants.



Sally Nesbitt

Sally has experience of providing training on various areas of employment law to a range of different audiences, from senior managers to volunteers within a charitable organisation. Sally believes that discussing practical examples in the context of a client's business is one of the most effective ways of training, especially when delegates become actively involved in those discussions.



Jay Webster

Jay has experience advising both individuals and companies on a wide range of employment law issues. These include advising on disciplinary and grievance issues, drafting employee contracts and policies, compromise agreements and the implementation of individual and collective redundancy procedures.

Manches is a leading law firm in Oxford, Reading and London. We advise clients on all areas of business law, including property, corporate, commercial litigation and dispute resolution, employment, intellectual property and technology law.

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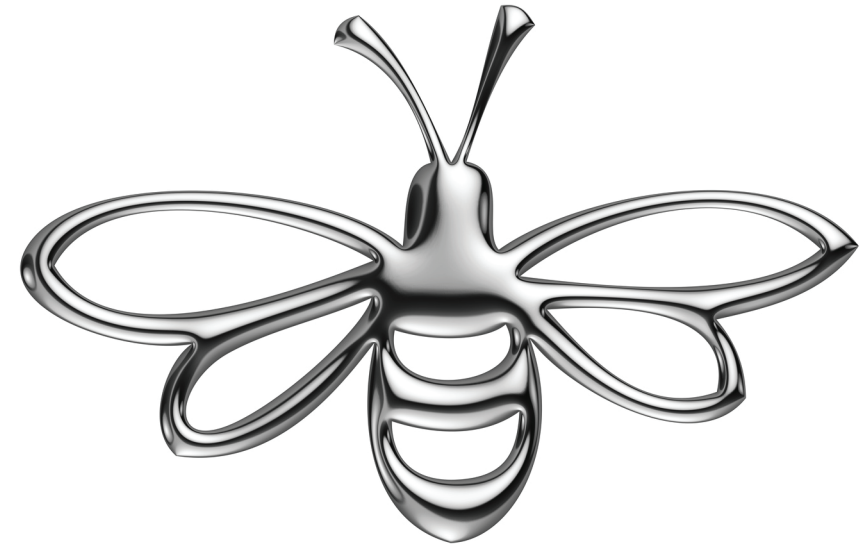
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MANCHES



EMPLOYMENT LAW

PRACTICAL TRAINING FOR EMPLOYEES & EMPLOYERS

THE MANCHES TRAINING PROGRAMME

Manches employment lawyers deliver quality, interactive and enjoyable training to departmental teams, managers, directors and HR professionals. We will work with you to create bespoke training on employment law topics. Alternatively, you can select from one of our training programmes listed in this leaflet. All our training is specifically tailored to your organisation's needs, ensuring relevance to your industry sector.

“ The training provided by Manches was excellent. It was tailored to meet our specific needs and requirements and was presented in a highly professional and informative manner. ”

Bev Crouchman, Learning & Development Trainer, Grundon Waste Management Limited

“ Following the Essential Employment Law training, we had a tremendously positive response from our research and general managers. Legislation was explained alongside practical approaches with consideration to the business environment in which we operate. We will certainly run a similar course in the future and have no hesitation in recommending Manches to other businesses. ”

Sorcha Bangham, Human Resources, Sharp Laboratories of Europe Limited

“ Manches provided a day's training in employment law issues for our line managers. The training was relevant, practical and pitched at exactly the right level. Our managers came out of it with their eyes opened to pitfalls that they might not have considered before, but also with increased confidence about handling some issues themselves and better judgement about when they need to involve Personnel. ”

Alison Gomm, Company Secretary and Head of Personnel, Oxera Consulting Limited

TOPICS WE COVER

Each of the following courses can be run on either a full day or half day basis according to your needs. Please note, this is not an exhaustive list.

Equal opportunities

With the ever increasing amount of anti-discrimination law on our statute books, it is more important than ever that employers and employees are aware of their responsibilities in this area. This course is aimed at employees of all levels and covers the various concepts of anti-discrimination law. It provides practical guidance on how to avoid allegations of discrimination in the work place. Topics include:

- Identifying the grounds of discrimination
- Harassment, bullying and victimisation
- Individual and vicarious liability
- The role of equal opportunities policies and employee training
- What to do if discrimination is alleged
- What it could cost if a claim is made

Handling grievances, disciplinaries and dismissals

Do your managers know how to identify a grievance? Do they know what to do when they receive a grievance? Do they know what steps they should follow when disciplining or dismissing an employee? This course provides useful practical guidance to managers and HR professionals including:

Grievance

- How to identify a formal grievance
- Investigations
- Complying with the ACAS Code of Practice
- Overlapping disputes
- Risks of non-compliance

Disciplinary/Dismissals

- Identifying disciplinary matters
- Complying with the ACAS Code of Practice
- Deciding what penalty to award
- Handling an appeal
- Right to be accompanied
- Risks of non-compliance

Performance management

No matter how carefully employers recruit and train their staff, it is common for employers to have to deal with an employee who does not fulfil the requirements of their role. Poor performance can have a wide variety of causes, which can make this issue difficult to address. This course explores the various aspects of this sensitive area, including:

- Dealing with poor performance at an early stage
- The need to support and train
- The difference between conduct and capability
- Ill health/disability and its impact on performance
- Getting the procedures right
- Fair reasons for dismissal
- Employment Tribunals' approach to the matter of 'fairness'

Absence management

Employee absence can be very costly for employers, both in terms of the financial impact it can have on a business and the management time which is taken up in dealing with the consequences of absent employees. It is vital that these issues are addressed proactively in order to avoid employee absence becoming an unnecessary burden. This course covers the following aspects of this sensitive topic:

- The different issues created by long and short term absences
- Identifying the issues and early intervention
- Identifying disability related issues and how to deal with them
- Exploring ways to support and assist the employee
- The need for confidentiality
- Obtaining medical reports
- How to dismiss fairly for absence related matters
- Ways to reduce sickness absence

Managing stress in the workplace

One of the main issues for businesses and organisations today is the ever increasing number of employees off work with stress related illnesses. It was estimated recently that more than 13 million working days were lost during a 12 month period due to stress related illness. This course provides a helpful insight into how businesses can effectively manage stress in the workplace including:

- An employer's duty to protect its employees in the workplace
- Identifying stressful environments and reducing the risk
- Supporting employees back into the workplace
- How to deal with stress issues arising during the disciplinary process
- Avoiding personal injury claims

Privacy in the workplace

What rights do employers have to look at their employees' emails? Can an employer record their employees' telephone calls or monitor the websites which their employees use? What about covert surveillance – can this ever be used? Is anything really ever 'private' within the workplace? This course provides managers and HR professionals with an overview of this difficult area of law and provides clarity on some of the more challenging aspects, including:

- What is meant by 'privacy'
- Protection of privacy in the UK
- The role of the Human Rights Act
- Expectations of privacy
- Employee monitoring
- Surveillance in the workplace
- Computer use, the Internet and email

Recruitment

Finding the right person to fill a vacancy can be a difficult and time consuming task. You probably use a variety of recruitment methods according to the vacancy you wish to fill, but have you ever considered the legal risks which you need to avoid when going through a recruitment process? This course highlights some of the key issues you and your managers need to consider, such as:

- Guidance on how to follow a full and fair selection process
- Data protection responsibilities
- How to avoid discrimination during the recruitment process
- The usefulness of pre-employment checks
- How to use conditional offers to your advantage
- Immigration matters

Essential employment law for managers

Help your managers to help your business. Managers may have excellent business skills but often lack knowledge of employment law. This course provides a practical and engaging overview of the 'need to know' areas of employment law including:

- An overview of employees' statutory and contractual rights
- Family friendly rights
- Discrimination in the workplace
- How to identify a grievance and what to do
- Basic rules of performance management
- Termination and unfair dismissal

Termination of employment

Unfair dismissal is the most common form of claim to be issued. When terminating an employee's employment it is vital that employers have a fair reason for the dismissal and that they follow a fair dismissal procedure. This course will equip you and your managers with the knowledge needed to avoid becoming another of the Employment Tribunals' statistics. The course covers:

- Identifying the five potentially fair reasons for dismissal
- Steps to take to dismiss fairly
- The consequences of not following the ACAS Code of Practice
- Dealing with difficult issues
- How compensation is calculated
- What happens if an unfair dismissal claim is made

WHAT SETS MANCHES TRAINING APART?

Our training services include:

- Interactive and enjoyable activities incorporating real case studies, practical sessions, group work and quizzes
- Comprehensive documentation for delegates
- A choice of location – we are happy to train at your premises
- Tailored sessions to suit your organisation's specific training needs
- Incorporation of your organisation's documentation
- Provision of a certificate of attendance for each delegate
- Courses run by skilled and knowledgeable professionals who enjoy interacting with the delegates and imparting their knowledge
- Flexible sessions allowing delegates to ask questions about specific issues important to them

VALUE OF MANCHES TRAINING

Help your organisation to avoid costly mistakes by:

- Learning from Manches lawyers, whose skills and experience will provide individuals with valuable training to help to protect your organisation in the short and long term
- Educating your staff in day to day employment matters, therefore avoiding issues arising from a lack of knowledge
- Empowering your managers to effectively manage your workforce
- Creating awareness of recent and forthcoming changes in the law

WHO WE'VE HELPED

Manches lawyers have a strong reputation for training across a number of industry sectors. Organisations which have already benefited include:

- Sharp Laboratories of Europe Ltd
- Grundon Waste Management Ltd
- Oxera Consulting Ltd
- Hyundai Motor UK Ltd
- Langley House Trust
- Oxford Gene Technology
- Science & Technology Facilities Council
- The Sunlight Service Group Ltd

COST

We believe our courses are great value. The cost of a course will vary depending on the content required.

Please contact Daff Richardson in Oxford on 01865 722106 or Eugene Wojciechowski in Reading on 0118 982 2640 to discuss your requirements further.

HOW IT WORKS

If you would like to find out more about the training courses listed above or discuss your organisation's training needs, please call the Manches employment team on 01865 722106 or 0118 982 2640.