

**The fundamentals of employment law  
(a two-day course, participants can attend both or individual days)**

**Monday 27 and Tuesday 28 April 2020**

The target audience is other HR professionals or administrators, particularly those new to HR, academic and operational line managers, new heads of department, and anyone who may value a 'refresher' course in the legal aspects of employing and managing staff.

**Day 1 – Employment rights – Monday 27 April**

- 9.15 Welcome and introduction
- 9.30 Quiz/workshop: The legal framework
- 10.30 Coffee
- 10.45 Contracts of employment (including part-time, fixed-term contracts)
- 11.45 A concise guide to individual employment rights
- 12.45 Lunch
- 13.30 Discipline, dismissals and grievances – case studies
- 14.30 The law on unfair dismissal
- 15.15 Tea
- 15.30 Redundancy and reorganisations
- 16.30 Summary and questions

**Day 2 – Equal opportunities - Tuesday 28 April**

- 9.15 Equal opportunities – introductory quiz/workshop
- 10.30 Coffee
- 10.45 The law on discrimination – principles & practice (including: sex, race, sexual orientation, religion/belief and age discrimination)
- 12.00 Equal pay
- 12.45 Lunch
- 13.30 Equality and diversity in the workplace – case studies/workshop
- 14.30 Disability discrimination
- 15.15 Tea
- 15.30 Trade union and collective issues
- 16.30 Summary and questions