

# Risk Management and Compliance Employment Law Training Menu



## Appetisers

*Get started in the right way with these essential topics...*

- ❖ **Using the contract of employment to protect your business**  
With the right seasoning a well drafted contract of employment will hold you in good stead.
- ❖ **Getting policies and procedures right**  
Have your procedures got all the right ingredients?
- ❖ **How to manage recruitment**  
Ensure your workforce is stocked with the right staff for you.
- ❖ **The recent changes in the law**  
The legislation is the recipe that hold it all together – make sure you are not missing anything out.

## Mains

*Manage your business with these substantial courses...*

- ❖ **Holidays, sick pay and time off work**  
Can't work, won't work? Get HR and managers up to speed with this essential course dealing with managing their absence for any number of reasons.
- ❖ **Managing a flexible workforce**  
They say variety is the spice of life. With every employee now entitled to ask to work flexibly how will you deal with this in practice? We look at the types of leave that can be requested, the employer and employees' obligations and give practical guidance on how to deal with any difficulties or conflicts.
- ❖ **Social media for your business**  
It's the hot new dish that is showing no signs of losing momentum. Ensure your business keeps ahead of the curve with this session looking at types of social media, and the legal issues arising from your business and your employees use.
- ❖ **Whistleblowing**  
Don't wait until the pot is boiling over. Ensure your managers and staff know what to do in a whistleblowing situation. Risk management and compliance is key in this area.

## Dessert

*It may be the end... let's try to keep it sweet*

- ❖ **What to do about difficult employees**  
They can be a bitter problem resulting in lost productivity, loss of management time and low morale. Ensure your managers know how to manage employees whilst minimising the risk of potential claims.
- ❖ **Managing strained relations**  
Too many cooks spoiling the broth? If staff can't work with each other this can have a significant impact on the business. We look at the tell-tale signs and steps an employer can take, which policies can help and how to avoid common pitfalls.
- ❖ **How to address changes in business**  
Change doesn't have to be a recipe for a disaster. Manage change effectively and the result can be sweet. We look at redundancy, reorganisations and restructures, alternatives to dismissal and changing terms and conditions.
- ❖ **How to deal with exits**  
They can't stand the heat and they're getting out of the kitchen. This practical session will explore the issues around managing the departure of staff. We will cover without prejudice discussions, protected conversations, terms on offer to leave and settlement agreements.

Anything not on the menu you would like to try? Just ask! Contact Caroline Carr ([cac@bto.co.uk](mailto:cac@bto.co.uk)) or David Hoey ([dho@bto.co.uk](mailto:dho@bto.co.uk)) or telephone us on 0141 221 8012 to discuss.