

Events Programme

January - June 2020



Event content

Led by experienced Advisory Officers, our events assist in dealing with the many employment issues that impact on the workplace. They raise awareness of relevant legislation and promote and develop good practice.

Northern Ireland (NI) employment legislation differs from Great Britain (GB)

Devolution has shaped employment law and its implementation to suit the particular circumstances of NI. As a result, increasingly, NI employment law and practice is different from that in GB in a number of major areas, for example:

- qualifying period for unfair dismissal
- statutory dismissal procedure
- collective redundancy consultation periods
- early conciliation
- generic arbitration scheme
- backdated holiday pay
- exclusivity clauses in zero hours contracts

The Labour Relations Agency (LRA) through supporting a clearer understanding of employment rights and responsibilities, promoting good practice workplace procedures and providing professional dispute resolution assistance, contributes to the economic development of NI and promotes fairness in the workplace.

Venue

Our scheduled events are held at our offices in Belfast or Derry/Londonderry.

OR

We can come to you and provide bespoke programmes for groups of your staff, shaped to concentrate on the needs of your business. Training a number of people at once could save you time and money.

The events are structured in a learning pathway that will provide you with advice and information on the wide range of employment issues that you will have to face and deal with. You can choose to follow the learning pathway through from start to finish or select the topics you are interested in.

<p>Just about to start a business</p>	<p>Advisory Workshop</p> <p>Essentials of Employment Law</p> <p>Zero Hours Contracts <i>(unavailable in this programme)</i></p>
<p>Thinking of employing people</p>	<p>Fair Recruitment and Selection</p> <p>Trade Unions – Legal Framework and Case Law Update <i>(unavailable in this programme)</i></p>
<p>Managing staff effectively</p>	<p>Managing Sickness Absence</p> <p>Handling Difficult Conversations</p> <p>Managing Performance</p> <p>Managing Challenging Workplace Cultures <i>(unavailable in this programme)</i></p> <p>LRA Certificate in Effective Line Management Practice</p>

**Developing
good
practice at
work**

**Conducting Employment
Investigations**

Handling Redundancy

Work and Families
(unavailable in this programme)

Dignity at Work

**Social Media and the Employment
Relationship**

**Supporting Mental Health in the
Workplace**

**Legal Implications of Workplace
Stress**

Employment Law - NI and GB, the
differences
(unavailable in this programme)

Annual Review of Employment Law
(unavailable in this programme)

**Resolving
conflict at
work**

Handling Discipline and Grievance

Early Conciliation

Resolving Workplace Disputes
(unavailable in this programme)

Workplace Mediation
(unavailable in this programme)

Book online:

www.lra.org.uk

**All events will start
promptly**

Seminars

1. Essentials of Employment Law

Description

This seminar is a perfect introduction to the essentials of employment law. It maps the rights associated with the employment relationship and covers the following key areas of workplace employment law:

- Sources of employment law.
- Individual employment rights.
- Collective employment rights.

This seminar is particularly suitable for anyone thinking of becoming an employer, anyone who has just become an employer, organisations who are considering recruiting new staff or who have recently appointed new employees. It will also be of interest to those seeking to develop their knowledge and expertise in this area. No prior knowledge of employment law is required.

Learning Outcomes

At the end of this seminar participants will be able to:

- Identify the main sources of employment law.
- Describe the impact this has on the employment relationship.
- Explain how employment rights are enforced.

Date	Venue	Time
Thurs 6 th February 2020	Belfast	10.00am - 12.30pm
Thurs 13 th February 2020	Derry/Londonderry	10.00am - 12.30pm

2. Fair Recruitment and Selection

Description

This seminar explains the legislation and associated Codes of Practice in key areas including:

- Discrimination.
- Less favourable treatment.
- Union membership/non membership.
- Criminal records.
- Data protection.
- Immigration.

Learning Outcomes

At the end of this seminar participants will be:

- Aware of the relevance of discrimination legislation and the associated Codes of Practice and other legislation.
- Able to explain the good practice components required to develop and implement a systematic, fair and objective recruitment and selection procedure.
- Able to incorporate this knowledge into their recruitment processes to reduce the possibility of unlawful discrimination legislation and increase the likelihood that the best and most suitable persons will be appointed.

Date	Venue	Time
Tues 31 st March 2020	Belfast	10.00am - 12.30pm
Thurs 30 th April 2020	Derry/Londonderry	10.00am - 12.30pm

3. Managing Sickness Absence

Description

This seminar is aimed at employers who are faced with a sickness absence problem. Sickness absence from work is a problem for many organisations and can affect productivity, morale and flexibility. It can also be a burden on management time and a significant cost to the organisation through downtime, sickness payments, paying temporary replacement staff and overtime payments to cover absent employees. The seminar will provide approaches to the handling of sickness absence either as a capability or a misconduct issue.

Learning Outcomes

At the end of this seminar participants will be able to:

- Distinguish between types and causes of sickness absence.
- Manage and measure sickness absence from work.
- Draft an Absence Policy.
- Understand the legal framework affecting the management of sickness absence.

Date	Venue	Time
Fri 28 th February 2020	Belfast	10.00am - 12.30pm
Thurs 14 th May 2020	Derry/Londonderry	10.00am - 12.30pm
Wed 20 th May 2020	Belfast	10.00am - 12.30pm

4. Handling Difficult Conversations

Description

Conversations between managers and employees about issues such as irregular attendance, poor performance, bullying, and so on, can often be difficult and the ability to talk about sensitive and emotive issues is an integral part of line management. This interactive and thought provoking seminar will help participants acquire the skills necessary to manage potentially difficult conversations.

Learning Outcomes

At the end of this seminar participants will be able to:

- Recognise when a difficult conversation needs to take place.
- Conduct an effective conversation using a practical step by step model.
- Identify and deal with barriers in potentially difficult conversations.

Date	Venue	Time
Thurs 23 rd April 2020	Derry/Londonderry	10.00am - 12.30pm
Thurs 4 th June 2020	Belfast	10.00am - 12.30pm

5. Managing Performance

Description

Managing employee performance is a continuous process and involves ensuring that employees are contributing to organisational aims and objectives. This seminar provides practical guidance on how organisations can do this. Participants will also receive direction on how to recognise and deal with unsatisfactory performance when it arises.

Learning Outcomes

At the end of this seminar participants will be able to:

- Describe the various mechanisms available for managing workplace performance.
- Identify the causes of unsatisfactory performance.
- Explain how best to deal with unsatisfactory performance.

Date	Venue	Time
Tues 10 th March 2020	Belfast	10.00am - 12.30pm
Thurs 4 th June 2020	Derry/Londonderry	10.00am - 12.30pm
Wed 17 th June 2020	Belfast	10.00am - 12.30pm

6. LRA Certificate in Effective Line Management Practice

Description

Line managers play a crucial role in modern, productive successful organisations. Effective line managers positively contribute to productive organisations by reducing staff turnover, successfully managing absence and limiting lost working days while positively contributing to performance management and ensuring that employees and their skills are fully developed.

In recognising the fundamental role of the modern line manager the Labour Relations Agency has developed the 'LRA Certificate in Effective Line Management Practice' to equip managers with the people management knowledge and skills they need to be successful in their role and to foster a positive employment relations environment.

The programme runs for 8 weeks and sessions include: Why are Line Managers so Important; Handling Difficult Conversations; Workplace Investigations; Attendance Management, Managing Mental Health in the Workplace, Managing Performance, Discipline and Grievance, Managing Conflict and Dignity at Work.

Date	Venue	Time
Wed 5th February 2020 - Wed 25th March 2020	Derry/Londonderry	10.30am - 1.00pm
Thurs 13th February 2020 - Thurs 2nd April 2020	Belfast	10.00am - 1.00pm

7. Conducting Employment Investigations

Description

This seminar is designed to cover the main issues which need to be addressed when conducting an employment investigation, for example, in relation to alleged misconduct. Recent case law has demonstrated that the investigation process will be subject to a reasonableness test if the issue eventually goes to an industrial tribunal.

The seminar will be relevant to anyone who has an interest in, or the potential to be involved in, an employment investigation. This includes human resource officers/managers, trade union representatives, line managers, employees or employers.

An industrial tribunal will take into account the size, nature and resources available to the employer conducting the investigation and thus the size of your organisation will be an important factor in any case that may be taken.

Learning Outcomes

At the end of this seminar participants will know how to:

- Apply and recognise how case law has informed what a reasonable investigation is.
- Conduct an investigation using the basic provisions surrounding the W5 approach to investigations (Who, What, Where, When, Why?).
- Write a basic employment investigation recognising the need for a tailored approach to investigations to suit the circumstances and the organisation.

Date	Venue	Time
Thurs 27 th February 2020	Derry/Londonderry	10.00am - 12.30pm
Thurs 28 th May 2020	Derry/Londonderry	10.00am - 12.30pm

8. Handling Redundancy

Description

This seminar is aimed at employers and employees and their representatives who have to face or deal with a potential redundancy situation. The seminar will address such issues as the legal definition of redundancy, redundancy consultation, redundancy policies and procedures and the calculation of redundancy payments.

Learning Outcomes

At the end of this seminar participants will be able to:

- Consider alternatives to compulsory redundancy.
- Select for redundancy.
- Conduct a redundancy exercise.
- Calculate a redundancy payment.

Date	Venue	Time
Wed 19 th February 2020	Belfast	10.00am - 12.30pm

9. Dignity at Work

Description

This seminar addresses the complex and sensitive issue of bullying in the workplace by looking at core issues such as - defining bullying, distinguishing bullying from harassment, legal issues surrounding bullying, tackling bullying and policy development in areas such as dignity at work. It is about raising awareness and challenging myths and stereotypes that have developed over the years about bullying in a workplace context.

The seminar is interactive and thought provoking. Participants can examine the issue of workplace bullying and analyse and evaluate issues that are involved or can arise. The material contained in the seminar is of equal applicability to employees and employers.

Learning Outcomes

At the end of this seminar participants will be able to:

- Explain the complexities of bullying as a workplace issue.
- Describe the key legal and case law issues associated with workplace bullying.
- Devise approaches that may be taken to address workplace bullying.

Date	Venue	Time
Tues 5 th May 2020	Belfast	10.00am - 1.00pm

10. Social Media and the Employment Relationship

Description

This seminar raises awareness of the many issues arising around the use of social media and the impact this has on the employment relationship. It looks at how social media is managed, and in particular, focuses on dealing with issues arising out of improper use by employees. Emerging case law in this area is discussed.

Learning Outcomes

At the end of this seminar participants will:

- Be aware of the importance of having a Social Media Policy.
- Have knowledge of how to develop a Social Media Policy.
- Have an awareness of how to deal with breaches of the policy.

Date	Venue	Time
Thurs 12 th March 2020	Derry/Londonderry	10.00am - 12.30pm

11. Supporting Mental Health in the Workplace

Description

Promoting the positive mental health and well-being of people is one of the most pressing issues of the modern workplace. Of course, 'good' employers want to look after their people, and take care of both their physical and mental health. However, this can be easier said than done.

People with good mental health are more likely to perform well, have good attendance levels and be engaged at work.

Taking simple, practical steps to better support the mental health and well-being of people at work can help control the frequency, severity and duration of ill health.

Learning Outcomes

At the end of this seminar participants will be better equipped to:

- Understand the key concepts relating to mental health.
- Identify the law and key legal obligations.
- Outline and use the ACAS Framework to better promote positive mental health at work and the case for taking action.
- More effectively manage health related workplace issues.

Date	Venue	Time
Tues 18 th February 2020	Derry/Londonderry	10.00am - 12.30pm
Tues 21 st April 2020	Belfast	10.00am - 1.00pm

12. Legal Implications of Workplace Stress

Description

Stress is fast becoming the largest single medically defined reason for absence from work. It is therefore vital for employers to be conscious of the dangers of failing to actively manage workplace stress.

This seminar is intended to make employers, employees and their representatives aware of the issues associated with stress in the workplace. It will focus on the HSENI Management Standards, the legal implications of workplace stress, managing absence due to stress and key lessons from case law. A representative from the Health and Safety Executive for NI will discuss the importance of managing work-related stress and how to do this and how to work with trade unions.

Learning Outcomes

At the end of this seminar participants will understand:

- How to assess risk.
- The legal consequences of the ineffective management of stress.
- How to manage stress and stress-related absence in the workplace.

Date	Venue	Time
Tues 19 th May 2020	Belfast	10.00am – 1.00pm

13. Handling Discipline and Grievance

Description

This seminar covers:

- The purpose of disciplinary and grievance procedures.
- The law and good practice.
- Drawing up a disciplinary and grievance procedure.
- Handling disciplinary issues.
- Handling grievance matters.

Learning Outcomes

At the end of this seminar participants will be able to:

- Identify the main sources of law that apply to disciplinary and grievance activities.
- Describe the main steps within the Statutory Dismissal and Disciplinary procedures and the steps involved in handling disciplinary and grievance processes.
- Describe the requirements for handling workplace grievances contained within the LRA Code of Practice on disciplinary and grievance procedures.
- Explain the good practice components required to develop and implement fair procedures for handling disciplinary and grievance processes.

Date	Venue	Time
Thurs 26 th March 2020	Derry/Londonderry	10.00am - 12.30pm
Wed 8 th April 2020	Belfast	10.00am - 12.30pm

Workshops

Workshop on Employment Documentation

Description

The workshop on employment documentation is designed to:

- Assist **new** employers to develop and maintain effective employment practices and procedures that best meet their needs and which comply with statutory requirements.
- Raise awareness of the provisions of employment legislation and promote and develop good practice.
- Update participants on a range of relevant issues which could affect the content of their employment documentation.

It provides practical help and guidance to **new** employers with no or limited documentation in place who wish to draw up the following:

- Written Statement of Main Terms and Conditions of Employment.
- Disciplinary Rules and Procedures.
- Grievance Procedures.

In addition to providing guidance and comprehensive documentation during the course of the workshop, the LRA also provides assistance to participants following the workshop who, for example, are experiencing difficulties in drafting particular aspects of the statement or who wish to have the LRA comment on their draft documents prior to issue.

The LRA also offers a document review service for employers with existing documentation to ensure compliance with statutory requirements and promote good practice.

Requests for assistance should be made to info@lra.org.uk

Learning Outcomes

By the end of the workshop participants will be able to:

- Draw up the following documentation:
 - Written Statement of Main Terms and Conditions of Employment.
 - Absence Notification Procedure.
 - Grievance Procedures.
 - Disciplinary and Dismissal Procedures.
- Identify the main employment rights that impact on the above.

Date	Venue	Time
Thurs 18 th June 2020	Derry/Londonderry	9.30am - 1.00pm

Briefings

Early Conciliation

Briefing Highlights

This briefing provides an overview to the introduction of Early Conciliation (EC). It looks at the background, purpose and anticipated benefits of EC, how it will differ from the current service provision and describes the new EC delivery model focusing on the various customer journeys.

Learning Outcomes

Participants will leave this briefing with a clear understanding of:

- The LRA EC delivery model and how it will operate in Northern Ireland.
- What prospective claimants/representatives must do to satisfy the legal requirement for EC.
- How prospective respondents/representatives can become involved in the EC process.

Date	Venue	Time
Thurs 9th January 2020	Belfast	9.30am - 10.30am
Mon 13th January 2020	Belfast	9.30am - 10.30am
Thurs 16th January 2020	Belfast	9.30am - 10.30am

Other Useful Sources

Labour Relations Agency

www.lra.org.uk

Workplace Information Service - 9.00am - 5.00pm Monday – Friday

Telephone: 03300 555 300

Equality Commission for NI

www.equalityni.org

Health and Safety Executive for NI (HSENI)

www.hseni.gov.uk

HMRC

www.hmrc.gov.uk

nibusinessinfo

www.nibusinessinfo.co.uk

nidirect

www.nidirect.co.uk



Head Office:
2-16 Gordon Street, Belfast BT1 2LG
Telephone: 03300 552 220

Regional Office:
3rd Floor, Richmond Chambers, The Diamond, Derry/Londonderry BT48 6HN
Telephone: 03300 552 220

Email: info@lra.org.uk
Website: www.lra.org.uk



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