

BRM can also provide training in the following areas of law:

- Directors responsibilities and liabilities.
- How to protect your business in difficult times, including credit control.
- Terms and conditions including internet selling.
- Discrimination, harassment and bullying in the work place.
- Managing and reducing sickness absence, including when you can dismiss.

Please contact Amy Hallam for further details on 01246 564012



BRM
solicitors



**BRM knows that times
for employers are tough...**

Employment law training courses for directors,
senior managers and key decision makers



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We can now offer training courses for directors and senior managers, or any key decision makers.

- The course is run by our specialist employment law department.
- We will help you understand the law and avoid legal proceedings.
- Our course may be funded by “Train to Gain - Leaders First” meaning there may be no or little cost to your company *(subject to an eligibility check)*

Part 1 - Fair dismissals, redundancy and the grievance procedures

You will learn how and when you can dismiss an employee and help ensure that your Company avoids legal proceedings in the majority of cases.

- Fair dismissals – including redundancy, performance, capability, incapacity and sickness.
- How to use disciplinary procedures correctly and fairly.
- Identifying a grievance and how to follow the grievance procedures.
- Effective use of appeals procedures.



Our training course is split into two parts and is run over two mornings (9:30 - 12:30) We are currently taking bookings for the following dates in 2009.

Part 1: 9 June - 7 July- 15 September - 14 October - 11 November

Part 2: 16 June - 14 July - 22 September - 21 October - 18 November

- The cost of our course per delegate is £500 + VAT and this includes both parts of the course, with comprehensive course notes.
Lunch and refreshments are provided on both days of the course.
- Only 10 places are available for each course.
- **You may also bring a second delegate free of charge.**

An optional Part 3 is available where we will help you implement everything you have learnt in Parts 1 and 2. Matched funding for this may be available from “Train to Gain - Leaders First” *(subject to an eligibility check)*

Please contact Amy Hallam on 01246 564012 to reserve your place.

Part 2 – Recommended employment practice – helping to avoid tribunals

Strengthen your company position. Learn how and why to use recommended practices that employment tribunals look for when making decisions.

- Application forms and the recruitment process - how to get them right.
- Offer letters - what you should and should not say.
- Written terms/contracts of employment and company handbooks.
- Probation periods and the first 12 months of employment.
- Inductions and how they can help avoid legal proceedings.
- Appraisals and how they help in performance and redundancy situations.

Part 3 – In-house employment practice review

Let us help you put Parts 1 and 2 into practice in your company.

- One-to-one advice and support tailored to your business and trade.
- A full review of your contracts and company handbook.