

UPDATED

PROGRAMME FOR AUTUMN 2005

CRONER
TRAINING

Legal aspects of sensitive personnel issues

This essential course has been designed to arm you with knowledge of how to handle the most common sensitive issues that anyone involved in personnel work has to deal with on a daily basis. The programme provides practical guidance and legal advice on key problem areas:

- Dishonesty at home and at work
- References – your duties
- Stress and disability
- Monitoring employees
- Sexual and racial harassment
- Bullying at work
- Highly sensitive issues

*One of the best courses I have attended.
Well presented and well documented*
Sheila Godden, Audit Bureau of Circulations



INVESTOR IN PEOPLE

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0845 120 9602

www.cronertraining.co.uk

10 November 2005 | London

25 April 2006 | London

Legal aspects of sensitive personnel issues

What would you do if...?

- The DSS want information on an ex-employee – do you have to give it?
- You become suspicious of an employee's persistent absenteeism – how do you broach the subject with that person?
- You know one of three people is stealing but you do not know which one?
- You become aware of an employee being bullied?
- An employee appears to be drinking heavily every lunchtime – should you have a word?

The examples are endless, but the problem remains the same – what can you do practically and legally to put matters right?

You need to be confident of your position to handle the situation effectively, so that you do not make it worse either by procrastination or by taking a 'letter of the law' approach.

You need to be able to analyse the circumstances and determine the legal and practical aspects of the sensitive personnel issues that confront you.

This course has been designed to show you how to handle all the most common sensitive issues that anyone involved in personnel work has to deal with on a daily basis. You will also have plenty of time to raise questions which particularly concern you.

Who should attend?

- HR and personnel professionals
- In-house legal advisers
- Anyone else who is concerned with day-to-day personnel issues

Benefits of attending

This programme will:

- 1 Provide clear practical advice and guidance on specific personnel issues currently troubling many employers
- 2 Give you the legal knowledge to help you confront such challenges in the future with much greater confidence
- 3 Allow personnel professionals the opportunity to stop and think about sensitive issues before rushing in there and making things worse
- 4 Have maximum 'take-away' value, supplying solutions to tricky situations which are bound to arise at some point in the future

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5 easy ways to book     
SEE BOOKING FORM FOR DETAILS

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0845 120 9602 www.cronertraining.co.uk

9.30 Introduction

Henry Clinton-Davis, Partner, Wilmer, Cutler, Pickering, Hale and Dorr

9.40 Dishonesty at home and at work

- Potential employment claims
- The importance of fair procedures
- The employee who refuses to answer questions
- The employee who has been charged with a criminal offence
- Dealing with suspects
- Injunctions to protect the employer

Henry Clinton-Davis, Partner, Wilmer, Cutler, Pickering, Hale and Dorr

10.30 Referencing

- Legal obligations when giving a reference
- Case examples – what to avoid
- Data Protection and Freedom of Information issues
- Practical issues –
 - how to prepare and write a fuller reference
 - whether to take references
 - what are your options when asked for a reference

Mediation

- Background to mediation in UK
 - what is mediation and who uses it
 - Taskforce report and Morris report
 - Acas and governmental support for the process
 - DDPs and GPs
- Essential elements in mediation – process that speeds up resolution of conflicts and incipient conflicts
- How it can prevent the difficult case with case examples
- Selecting suitable cases
- Mediation as a means of easing smaller scale redundancies and other structural company changes
- Downsides
- Policies and contractual terms
- Training

Alex Bevan, Senior Partner, Bevans

11.15 Coffee

11.30 Stress and disability

- The importance of consultation and monitoring
- Does the employer need a medical report and can the employee object to its provision?
- Employer's duty to take reasonable care of stressed employee's health and safety

Quotes from
past delegates

Good, well structured and very informative. Good to have a variety of speakers

- Claims by stressed employees under health and safety legislation
- Claims by stressed employees for unfair dismissal
- Claims by stressed employees for disability and discrimination
- The importance of risk assessments

Henry Clinton-Davis, Partner, Wilmer, Cutler, Pickering, Hale and Dorr

12.15 Monitoring employees

- Monitoring phone calls
- Law relating to privacy and access to personal data
- Investigating internet & e-mail abuse
- CCTV surveillance
- Contacting employees who are off sick

Paula Rome, Lewis Silkin

1.00 Lunch

2.00 Harassment and bullying at work

- When is harassment unlawful discrimination?
- How can I defend myself against claims and other problems?
- What legal claims will an employee have against me?
- How much compensation is payable?
- General tips and guidelines for employers
 - Bullying
- Defining workplace bullying
- Recognising bullying behaviour
- The costs of bullying
 - Impact on the individual
 - Impact on the organisation
 - The legal position

Paula Rome, Lewis Silkin

3.30 Tea

3.45 Highly sensitive issues

- In-house affairs, adultery and break-ups
- Body odour – the problem you don't want to get too close to
- Pornography and sexually explicit material – what do you do when you find it?
- Alcohol and drugs
- Mental health issues

Eugene Wojciechowski, Solicitor, Watson, Farley & Williams

4.30 Key points review and open forum

Very good course. Relevance for generally unaddressed issues

Liz Bowden, Nestlé UK

Very thorough coverage of the issues – well presented

John Cudmore, Harrow College

Dates and location

10 November 2005 • 25 April 2006

Kensington Close Hotel

Wrights Lane

London W8 5SP

Nearest tube: High Street Kensington

Registration and coffee: 9.00-9.30am; close: 5.00pm

Course presenters

Alex Bevan is senior partner in Bristol based Bevans solicitors. He has extensive experience in all aspects of employment law, specialising in issues related to damage to careers and references. He acted in the House of Lords case of *Spring v Guardian Assurance*. He was personally highly recommended for his employment work in the Legal 500 Directory. Alex writes and lectures regularly on a number of aspects of employment law and employment mediation.

Henry Clinton-Davis is a partner and leads the EU Employment and HR Team at law firm Wilmer, Cutler, Pickering, Hale and Dorr. His practice covers all areas of employment law, including policy, handbook and contract drafting; all areas of Employment Tribunal litigation; discrimination, including sexual harassment and disability claims; TUPE and consultation with employees' representatives/unions; data protection; handling sickness absence and business immigration.

Paula Rome specialises in employment law and management training at Lewis Silkin. She offers training to a wide range of clients on all areas of employment law and its practical application providing training to Directors, HR teams and managers. Recent training has ranged from equal opportunities to absence management and from stress to working time. As well as designing and presenting training, Paula is a frequent article writer and speaker at major employment law conferences. She is a contributing author of *Croner's Managing Equality and Diversity* and *Managing the Internationally Mobile Employee*. Paula also co-authored *Reviewing and Changing Contracts of Employment* (Thorogood Professional Insights)

Eugene Wojciechowski is a solicitor at the London office of Watson, Farley & Williams. He specialises in employment law and works within the Employment Group which forms part of the firm's Corporate Department. He has a wide range of experience in dealing with both contentious and non-contentious employment law issues including drafting employment contracts, service agreements and other employee related documentation; advising on restructuring and multi-jurisdictional sales and acquisitions; and representing clients in respect of employment tribunal claims. Eugene is a member of the Employment Lawyers Association and Chartered Institute of Personnel and Development and lectures regularly on employment law topics.

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Booking form **EMP**

Brochure code: **7738/**
Please provide this number when making your booking

Legal aspects of sensitive personnel issues

- 10 November 2005 • London (event code: 23466)
 25 April 2006 • London (event code: 23929) *Please tick the date you wish to attend*

Delegate details Please use BLOCK CAPITALS

1st delegate: £499 +VAT

Mr/Mrs/Ms/Dr (full name) _____

Job title _____

Approving manager _____

Delegate e-mail _____

To enable us to confirm your booking as efficiently as possible please supply us with your e-mail address

2nd delegate: £449.10 +VAT

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Job title _____

Approving manager _____

Delegate e-mail _____

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NB: Invoice will be sent to the contact and each delegate will receive joining instructions.

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First name _____

Job title _____

Organisation _____

Address _____

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Training manager _____

No. of employees: under 10 10-50 51-100 101-500 501-1000 over 1000

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Documentation

A limited number of documentation sets will be available to those who cannot attend the event. To avoid disappointment please order prior to the event date. Please note: documentation will not be dispatched until the event has taken place and payment is received.

Please send me _____ set(s) @ £99 per copy (£119 overseas)

Invoice/payment details

NB: Payment must be made in Pounds Sterling. Please note that payment is required in advance of the event.

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1 delegate

2 delegates

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By e-mail quoting your brochure code (above) and the details requested in this form to: **services@cronertraining.co.uk**

Send this form to: **Customer Services
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* If you are unsure of your 'P' number please call 020 8547 3333.

Fees

The fee for this event covers all written materials, lunch and refreshments. A VAT invoice and joining instructions will be sent to you acknowledging your booking. This includes a full statement of our terms and conditions and a venue location map which may also be found at www.cronertraining.co.uk

Please contact us if you do not receive this within seven days of booking.

Should delegates have any specific dietary requirements, please inform our customer services team on the number above.

Substitutions/cancellations

Upon receipt of your booking form, your place(s) will be confirmed. Any cancellation/transfer must be received in writing. The appropriate charge will apply based on the cost of your booking:

Transfers

14 days before the event	FREE
13-7 days before the event	10%+VAT
6 days or less before the event	100%+VAT

Please note a delegate can only transfer from the same event twice within 12 months of the original booking. A transfer can only take place once payment has been received.

Cancellations

14 days before the event	FREE
13-7 days before the event	25%+VAT
6 days or less before the event	100%+VAT

A substitute delegate can be named at any time before the programme begins without charge.

Multiple booking discounts

The multiple booking discount only applies to delegates booked at the same time. A third delegate can be booked at a 10% discount (please photocopy the form) and rates for five or more delegates are available on request from **Customer Services on 0845 120 9602** (at local rates).

Discounts*

Unless otherwise stated, only one discount can be claimed at a time: we will automatically give you the highest value of any discounts for which you are eligible.

Important note

This booking form constitutes a legally binding contract. It may be necessary for reasons beyond the control of Hawksmere Ltd to change the content and timing of the programme, the speakers, the date or the venue. In the unlikely event of the programme being cancelled, Hawksmere will automatically make a full refund but disclaim any further liability.

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