

Dealing with sensitive issues at work**20 October 2009 9.30am-12.30pm**

This session gives practical advice on dealing with sensitive and difficult issues which may arise at work, including: personality clashes; harassment and discrimination; personal hygiene problems; personal relationships; drugs and alcohol; and internet and email abuse. We also look at the broader issue of 'When does someone's personal life become the concern of their employer?' **(Session D)**

Handling maternity, family and flexibility issues**3 November 2009 9.30am-12.30pm**

This session gives practical advice on maternity issues, outlining employers' responsibilities and employees' rights, from the employee announcing their pregnancy to returning to work, and also covers adoption, paternity and flexible working issues. **(Session E)**

How to stay compliant with the latest changes in discrimination law**10 November 2009 9.30am – 12.30pm**

With over 80,000 discrimination claims going to Employment Tribunals a year, this session gives practical advice on how to meet the requirements of the law protecting employees from discrimination in the workplace. You will learn how to reduce your organisation's risk of being taken to a Tribunal and we'll show you how to tackle discrimination if it does arise at work. **(Session F)**

Managing sickness absence & stress at work**17 November 2009 9.30am – 12.30pm**

This session shows you how to manage sickness absence within your organisation using best practice, including how to avoid disability discrimination. With absences relating to stress averaging 13 million days a year, at a cost of an estimated £3.7 billion, the session also covers advice on dealing with stress at work. **(Session G)**

Managing a redundancy programme and staff issues during a recession**24 November 2009 9.30am – 12.30pm**

This session will provide advice on how to manage a redundancy programme, also covering alternatives to redundancy, help for employees being made redundant, and motivating staff after redundancies have been made. **(Session H)**

Managing bullying & harassment in the workplace**1 December 2009 9.30am-12.30pm**

We'll show you how to prevent claims of bullying and harassment in your organisation with appropriate policies and procedures which reflect the current law in this area. We'll also look at how to actively deal with bullying and harassment in the workplace should it arise. **(Session I)**

TUPE or not TUPE – that is the question!**8 December 2009 9.30am – 11.30pm**

This session will provide advice on what TUPE is, when and how it applies, the obligations of the transferor and transferee, and obligations relating to information & consultation. **(Session J)**

Cost

Training Sessions: £150 + VAT

Multiple Bookings Discount

- Second delegate half price
- Book 3 courses get a fourth FREE!

To book:

✉ Send an email to:

vwells@darbys.co.uk

☎ Call Val Wells on:

01865 811227