

## Employment law training

Advice and tools you need to help you understand and work out employment issues quickly and effectively

At SACOM we know that getting the right employment law advice from professional can be an expensive and time consuming affair. Spending a little time on this workshop could save you spending a lot on employment law advice

### After this workshop, you will find it easier to deal with things like:

- Writing contracts
- Managing your employees
- Working hours
- Holiday entitlements and maternity / paternity rights.

### Who should attend?

This workshop will be of great benefit to the small and medium employers who are participating in the DWP- FJF Programme for young unemployed people.

The training will be in the form of a workshop format combining *presentation and case studies*, and will be targeted at an audience of whom the majority are first time employers.

### Fees: £ 100

Venue: SACOMA Office  
108 Cranbrook road, Ilford, Essex, IG1 4LZ

Nearest Station: Ilford (BR)  
To confirm your attendance please

Contacts: Lennox Stuart  
Email: [Lennox@sacoma.org.uk](mailto:Lennox@sacoma.org.uk)  
Tel: 0208 554 9444  
Mobile: 07764 91 489  
Fax: 0208 554 3336

Payment Details: Make Cheques payable to SACOMA

### What will you learn?

1. Employment law issues arising from the contract of employment between an employer and an employee.

The topics covered up in the training will be the following:-

- Holiday
- Sickness
- Disciplinary
- Grievances
- Probation periods
- Dismissal – the correct process to follow and fair reasons for dismissal
- Documentation to accompany the contract
- Equal Opportunities

2. Human Resource Issues arising from recruiting, interviewing and getting started

- HR Paperwork
- Managing your staff
- Setting the rules
- Working time and time off
- Equal opportunities and diversity
- Work and families
- Health, safety and working environment
- Employees representatives and trade unions
- Organisational change
- Improvement staff performance (Skills and training, Motivation)
- Problems and incident



---

## **Trainer Biography**

Training is carried out by the solicitors in the BWB employment team, who are highly experienced in giving practical advice to employers with difficult employment problems, and defending claims as advocates in the Employment Tribunals. We believe that training should not be about theory, but about the practical application of the law to everyday situations. As practitioners who spend all their time dealing with employment law issues for clients they are ideally placed to deliver this Employment Law Training. Bottom of Form

## **SACOMA**

SACOMA is Social Enterprise organization that delivers Information Advice and Guidance (IAG), accredited Training, business support and delivers projects to support the BAME communities and capacity building to SMEs. We offer a wide range of development and support services to individuals and businesses, both in the private and voluntary sectors, locally and internationally.

For more information visit: [www.sacoma.org.uk](http://www.sacoma.org.uk) and [www.sacomacfe.com](http://www.sacomacfe.com)