



Training and support for your HR teams and managers

Please find below a list of the topics on which we can provide employment law training to your team.

1. A – Z of employment law

- Employment contracts
- Worker status
- Employment rights
- Equality Act
- Whistleblowing
- Unfair dismissal
- References

2. Equality and diversity

- The Equality Act
- Positive action
- Public sector equality duty

3. Recruitment and selection

- Avoiding claims of discrimination and unfair processes
- Positive action

4. Atypical workers

- Temporary workers and fixed term contracts
- Agency workers including the Agency Workers Regulations 2010
- Bank workers: pros and cons, dos and don'ts
- Term time workers

5. Working time

- Holiday and holiday pay
- Working Time Regulations – the basics

6. Bullying and harassment

- The legal framework
- Avoiding, addressing and investigating complaints

7. Managing sickness absence

- Equality Act considerations
- Reasonable adjustments
- Unfair dismissal
- Staff with mental health conditions

8. MHPS

- The basics
- Categorising the issues - capability, conduct and SOSR
- Exclusion
- Hot spots
- Tips for investigators
- Hearings

9. Disciplinary proceedings

- Suspension
- Investigation
- Chairing a hearing
- Appeal hearings
- 'Just and learning culture'

10. Grievance procedures and responding to grievances

- Investigation
- Chairing a hearing
- Appeal hearings

11. Employment tribunal workshop

- The process
- Preparing witnesses
- Preparation for the hearing
- The judgment and remedy
- Mock tribunals
- Settlement

12. Handling effective investigations

- Challenges for investigators
- Gathering evidence
- Interviewing witnesses
- Writing the report: dos and don'ts

13. Immigration

- BREXIT and the Settled Status Scheme
- Points-based system
- Right to work issues

14. Industrial action

- Ballots
- Picketing
- Contingency planning: practical tips

15. Organisational change

- Changing employees' terms and conditions
- Managing redundancy processes effectively
- TUPE transfers: key tips and strategies
- Collaborative workforces

16. Redundancy issues

- Identifying a redundancy situation
- Consultation
- Selection criteria including Regulation 10 for those on maternity leave
- Redundancy payments and benefits
- Suitable alternative employment

17. TUPE

- Issues arising when staff transfer in and out, including case law update
- Pension issues
- Harmonising terms and condition post-transfer

18. Violence in the workplace

- Obligations on employers
- Vicarious liability
- Options to tackle violence and the balance of rights

19. Social media in the workplace

- Concerns
- Recent case law
- Policies

20. Work and family issues

- Maternity leave
- Paternity leave
- Shared parental leave
- Flexible working
- Remote working

21. Whistleblowing

- Elements of the claim
- Burden of proof
- Whistleblowing in the NHS

Past events

General employment law update

Our legal experts discuss the latest news, including a roundup of recent case law and legislative developments, and take a look ahead to what's on the horizon for 2021. Watch the recording [here](#).

Conducting investigations and hearings in a virtual world

This webinar shares our learning during the first lockdown and pass on top tips for making sure the process runs as smoothly as possible for the benefit of the employer and employee. Watch the recording [here](#).

Immigration – looking ahead to 2021

Our team discusses the changes to the immigration rules in force from 1 January 2021, and the impact of the end of the Brexit transition period. Watch the recording [here](#).

Mediations - the way forward, virtually

This webinar discusses how mediation can help you resolve disputes at crucial times to allow you to focus on your business. Watch the recording [here](#).

NHS healthcare employment law update

This webinar discusses the latest employment law news affecting the healthcare sector, including a roundup of case law and legislative developments, and look ahead to what is on the horizon for 2021. Watch the recording [here](#).

Mock employment tribunal

The employment team at Capsticks and Devereux Chambers discuss the changes we have seen in how ET hearings are now working in practice. Watch the recording [here](#).

Upcoming events

What actually happens in a mediation – A step by step guide

Join us on 11 March for a webinar providing expert and practical guidance on mediations.

Senior Partner Rachael Heenan, who is a CEDR accredited mediator, will be joined by fellow mediators Roger Levitt, a Legal 500 Leading Mediator and Philippa Brown. All three mediators have been mediating during the pandemic and can offer their own unique perspective and experience.

Aimed at any one interested in mediation and how it can help you resolve disputes at crucial times to allow you to focus on your business, our experts will take you through step by step what actually happens in a mediation using a case study. Register for this webinar [here](#).

Insight videos

We've designed these user friendly videos for your teams to watch in their own time. We can arrange follow up training and question and answer panels on these topics.

Positive action and workforce diversity

Watch the full insight here: <https://youtu.be/eR1nr7mlcRo>

COVID-19 and staff wellbeing

Watch the full insight here: <https://youtu.be/TASoSvX4rtM>

Handling serious concerns involving doctors

Watch the full insight here: <https://youtu.be/7wdmwZ3tNP8>

Disciplinary and capability hearings:

Watch the full insight here: <https://youtu.be/U5PY50YtkLs>

Capsticks

www.capsticks.com

 @capstickslp

Birmingham

35 Newhall Street,
Birmingham B3 3PU
T +44 (0)121 230 1500
F +44 (0)121 230 1515
DX 13003 - Birmingham

Chorley

Ordnance House,
6 East Terrace Business Park,
Euxton Lane,
Chorley PR7 6TB
T +44 (0)125 726 6008

Leeds

Toronto Square, Toronto Street,
Leeds LS1 2HJ
T +44 (0)113 322 5560
F +44 (0)113 242 2722
DX 713112 - Leeds Park Square

London

1 St George's Road,
London SW19 4DR
T +44 (0)20 8780 2211
F +44 (0)20 8780 1141
DX 300118 - Wimbledon Central

Winchester

Staple House, Staple Gardens,
Winchester, SO23 8SR
T +44 (0)1962 678 300
F +44 (0)1962 678 311
DX 2532 - Winchester