

# 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 & 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

#### 22. Transgender

- The legal framework
- Employment issues
- Conflicting rights
- Best practice

#### 23. Menopause

- Understanding menopause
- Applicable employment law
- How to be a menopause friendly employer

#### 24. Neurodiversity

- Meaning of neurodiversity
- Benefits of an inclusive culture
- Disability discrimination

- Reasonable adjustments
- Culture change

#### 25. Compassionate case work

- Managing expectations and risks
- Just culture
- Compassionate casework in practice

## PAST EVENTS

- **Healthcare - looking to the future: Managing risks to employees**  
Our employment team discuss how to use workplace risk assessments effectively, achieve a safe return to work for those who have been away from the workplace and draft homeworking policies. Click [here](#) to watch.
- **Healthcare - looking to the future: Workforce**  
During this webinar we share our know-how on maintaining portability of staff between organisations, progress change, manage absence and adjust job descriptions/job plans as the pandemic eases. Click [here](#) to watch.
- **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. Click [here](#) to watch.
- **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. Click [here](#) to watch.
- **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. Click [here](#) to watch.
- **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. Click [here](#) to watch.
- **COVID-19 vaccination: What employers need to know**  
Our speakers look at the legal and practical considerations regarding workforce COVID-19 vaccination programmes and the value of staff engagement, COVID-19 vaccination as a condition of employment and use of employee vaccination data. Click [here](#) to watch.
- **Workforce – working effectively across organisations and boundaries**  
In response to the Government's White Paper, we discuss how to work effectively across multiple organisations, indemnity issues associated with workforce portability, the use of positive action in improving services and maintaining portability of staff between organisations. Click [here](#) to watch.
- **NHS healthcare employment law update (20 May 2021)**  
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. Click [here](#) to watch.
- **Mock remedy hearing**  
Following on from the mock employment tribunal, the employment team at Capsticks and Devereux Chambers provide a real life guide for HR professionals and any other staff who may be involved in tribunal proceedings. Click [here](#) to watch.
- **What actually happens in a mediation: a step by step guide**  
Our teams provides expert and practical guidance on mediation to understand how it can help you resolve disputes at crucial times. Click [here](#) to watch.
- **Promoting attendance at work in 2021**  
In this session, our HR Advisory Service and employment teams offer and practical guidance on promoting attendance, how to bring about a change in attitude regarding absence, and what is and isn't legally acceptable. Click [here](#) to watch.
- **NHS healthcare employment law update (30 November 2021)**  
Our employment team discuss 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. Click [here](#) to watch.
- **Mandatory vaccinations in healthcare**  
Our experts discuss key issues emerging from Regulations introducing mandatory vaccinations into healthcare, including the scope of the new Regulations, key issues and risks, and key processes and next steps. Click [here](#) to watch.
- **Information governance and employment law issues in the workplace**  
A joint session by our clinical law and employment law experts, tailored for those working in or with an interest in information governance, to discuss key themes, and hot topics arising from data protection issues in the workplace. Click [here](#) to watch.
- **NHS healthcare employment law update (18 May 2022)**  
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. Click [here](#) to watch.
- **Mock employment tribunal**  
The employment teams at Capsticks and Devereux Chambers will provide a real life guide to hearings based on a race discrimination claim. Click [here](#) to watch.

## FORTHCOMING EVENTS

Capsticks - Events

### General employment law update 8 December 2022

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.

Registration opening soon.

## 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](#)
- [COVID-19 and staff wellbeing](#)

### CAPSTICKS

capsticks.com  
Twitter: @capstickslp

### BIRMINGHAM

1 Temple Row  
Birmingham, B2 5LG  
T: +44 (0)121 230 1500  
F: +44 (0)121 230 1515

### CHORLEY

Ordnance House  
Lancashire, PR7 6TB  
T: +44 (0)125 726 6008

### LEEDS

Toronto Square  
Leeds LS1 2HJ  
T: +44 (0)113 322 5560  
F: +44 (0)113 242 2722

### LONDON

1 St George's Road  
Wimbledon, SW19 4DR  
T: +44(0)20 8780 2211  
F: +44(0)20 8780 1141

### WINCHESTER

Staple House  
Hampshire, SO23 8SR  
T: +44 (0)1962 678 300  
F: +44 (0)1962 678 311