

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. Disciplinary proceedings

- Suspension
- Investigation
- Chairing a hearing
- Appeal hearings

9. Grievance procedures and responding to grievances

- Investigation
- Chairing a hearing
- Appeal hearings

10. Employment Tribunal workshop

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

11. Handling effective investigations

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

12. Immigration

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

13. Industrial action

- Ballots
- Picketing
- Contingency planning: practical tips

14. Organisational change

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

- Collaborative workforces

15. Redundancy issues

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

16. TUPE

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

17. Violence in the workplace

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

18. Social media in the workplace

- Concerns
- Recent case law
- Policies

19. Work and family issues

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

20. Whistleblowing

- Elements of the claim
- Burden of proof

21. Transgender

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

22. Menopause

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

23. Neurodiversity

- Meaning of neurodiversity
- Benefits of an inclusive culture
- Disability discrimination
- Reasonable adjustments
- Culture change

PAST EVENTS

- **General employment law update (5 November 2020)**

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. Click [here](#) to watch.

- **Conducting investigations and hearings in a virtual world**

This webinar shares our learning during the first lockdown and passes 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 discuss 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 teams at Capsticks and Devereux Chambers provide a real life guide to CVP hearings based on a discrimination and unfair dismissal claim. We look at the changes in ET hearings and how they are 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.

- **General employment law update (11 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 team provides expert and practical guidance on mediation to understand how it can help you resolve disputes at crucial times. Click [here](#) to watch.

- **Creating a more inclusive workforce in emergency services**

In this webinar we consider the implications for emergency services of the Commission Report on Race and Ethnic disparities and discuss how you can help create a more inclusive environment in the workplace. We will also look at some case law and other developments. Click [here](#) to watch.

- **General employment law update (16 November 2021)**

Our employment team discuss the latest employment law news, including a roundup of case law and legislative developments, and look ahead to what is on the horizon for 2022. 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.

- **General employment law update (25 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

6 December 2022 - 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.

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