



## LINE MANAGER TRAINING 2019 - IN-HOUSE

Over the last few years, we have been developing Line Manager Training sessions for HR professionals and managers at their business premises. We have received overwhelming positive feedback and therefore we have devised a programme of training sessions based on popular requests.

We have developed a variety of training sessions on issues that cause day-to-day problems in the workplace. We offer two types of training. Firstly, we have the basic training sessions for managers and HR professionals; this is for individuals who have no or little prior knowledge of the topic. This session is delivered in more of a lecture style. The second type of training session we provide is a practical session which will provide a brief overview of the topic before focussing on a practical case study and inviting attendees to apply their knowledge of the law to the case study. We can deliver both types of training in a 2 hour session at your premises, and we can cover any of the below topics:

### “The Basics”

- **Equality & Diversity**

This training session considers discrimination within the work place and the Equality Act 2010. This session also looks at avoiding claims.

- **Absence Management**

This training session will highlight the legal issues that can arise with absence management issues, such as disability claims

- **Disciplinary & Grievance**

The aim of this training session is to consider both processes in depth, and focus on the key elements of the investigation and disciplinary stages. We will also look at tricky issues like pre-termination without prejudice discussions.

- **Performance Management**

The aim of the training session is to help HR Managers understand what processes they must follow and why, setting out the legal tests applicable to performance management dismissals.

### “Practical”

- **Performance Management**

In this practical session, we outline the basics of the law with regards to performance management and work through a case study highlighting the issues that can arise in a performance management process.

- **Managing Mental Ill-Health in the Workplace**

This is a practical session whereby we will outline the law with regards to dealing with mental ill-health in the work place and potential discrimination claims. We will also work through a relevant case study.

- **Practical Disciplinary & Grievance**

The aim of this training session is to go through a case study. The step by step example focusses on the key elements of the investigation and disciplinary meetings.

- **Practical Absence Management**

Attendees will work through a fictional absence management scenario and consider in detail how best to deal with and approach the legal issues that arise.



## Cost

£750 + VAT per training session for 30 attendees or less.  
The additional attendees will be at an extra cost of £75 + VAT per person.

## Bespoke sessions

We would also be very happy to discuss creating other topical training sessions for your business upon request.

## Find out more

If you are interested in any of these topics and would like to find out more, please contact Sophie Warren on 023 8048 2345.



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