



Foundations in Employment Law

Details

Duration: 2 Days

Region & Dates

Dublin: Feb 2, 3, 2021

Dublin: May 20, 21, 2021

Dublin: July 8, 9, 2021

Dublin: Aug 26, 27, 2021

Time:

9.30 am – 5.00 pm

Venues:

Ibec
84-86 Lower Baggot Street
Dublin 2

Cost:

Ibec member: €800

Non-member rate: €900

Contact:

For further information,
please contact Quelba Lima on
(01) 605 1619
training@ibec.ie

Programme Overview:

The Foundations in Employment Law programme introduces those who are new to the area and need a clear understanding of their obligations in the core aspects of employment legislation. The programme focuses on the areas of critical importance with regards to compliance through practical examples, case law and current best practice.

Programme Outcomes:

On completion of this programme, participants will be able to:

- Understand the main areas of employment law
- Write appropriate contracts of employment including permanent, fixed- term and specified- purpose contracts
- Understand the implications of employing contractors and Temporary Agency workers
- Ensure that the organisation is compliant with equality legislation including at the recruitment and selection stage, the discipline and dismissal stage and all stages in between
- Deal with queries and questions in the areas of protective leave and working time
- Deal with an investigation into a grievance, a disciplinary issue or a bullying and harassment issue
- Ensure that any dismissals including for conduct or capability or by reason of redundancy are carried out successfully
- Critically review existing policies and procedures
- Know current best- practice approach to dealing with issues in the area of employment law

Approach:

The programme runs over two consecutive days. There are a number of activities and case studies as part of the course to ensure that the key knowledge and skills are practiced.

The programme is delivered by experienced Ibec Executives who provide members with advice, consultancy and training on a daily basis. Programme participants are encouraged to express their views and experiences. The programme facilitates participant discussion to ensure a thorough understanding of the key points and their application. Real life case studies and exercises will be used to ensure a real practical understanding of each topic.



Who Should Attend?

Managers and HR specialists who are either new to the area of employment law or looking for the most up to date information on the area of employment law. This programme would also suit HR specialists from outside the jurisdiction who would like to get a greater understanding of the legislation in Ireland.

Programme Schedule:

| Day 1 | Day 2 |
|---|---|
| <p>Contracts of Employment</p> <ul style="list-style-type: none">• The principles of contracts i.e. offer acceptance, consideration• Contracts of service vs contracts for service• Fixed term contracts & specified purpose contracts• User friendly points when drafting a contract <p>Atypical Workers</p> <ul style="list-style-type: none">• Fixed term Workers• Part Time Workers• Temporary Agency Workers <p>Protective Leave</p> <ul style="list-style-type: none">• Maternity Leave• Adoptive Leave• Parental Leave• Carer's Leave <p>Organisation of Working Time Act, 1997</p> <ul style="list-style-type: none">• Hours of Work• Breaks• Annual Leave• Record Keeping / NERA• Recent Cases | <p>Discipline and Dismissal</p> <ul style="list-style-type: none">• Importance of Fair Procedures• Dealing with Misconduct• Other reasons for dismissal• New areas of concern- Managing Absenteeism- Managing the poor performer• Recent Case Law <p>Equality Legislation</p> <ul style="list-style-type: none">• Nine Grounds• Kinds of Discrimination• Conditions of Employment• Discriminatory Dismissal <p>Bullying and Harassment</p> <ul style="list-style-type: none">• Defining Bullying & Harassment• Preventing Issues• Dealing with and Investigating allegations• Redress• Recent cases |

What you said:

"Knowledgeable trainer. Good case studies brought key concepts to life, easy to understand."

Willie Evans, Volunteering Adviser, RNLI