

**MANAGING WITHIN THE LAW**

<i>Course Code(s)</i>	<i>Course Date(s)</i>
MWL	1 <sup>st</sup> and 8 <sup>th</sup> May 2013

<b><i>Main Aim and Key Benefits:</i></b>	The implications to Managers of not abiding by legislation can be very costly in terms of awards made against you, time and the resulting publicity. This essential 2 day course will guide delegates through all the legal responsibilities of managing employees.
<b><i>Course Content</i></b>	<p><b>Day One</b></p> <ul style="list-style-type: none"> <li>• Dignity at Work                             <ul style="list-style-type: none"> <li>○ Discrimination</li> <li>○ Disability</li> <li>○ Harassment and the law</li> <li>○ Legislation in recruitment</li> </ul> </li> <li>• Working time and time off</li> <li>• Managing attendance</li> </ul> <p><b>Day Two</b></p> <ul style="list-style-type: none"> <li>• Performance Management – Informal Action</li> <li>• The Grievance Procedure</li> <li>• The Disciplinary Procedure – Formal Action</li> <li>• The Appeal Procedure</li> <li>• Personal Action Plan</li> </ul>
<b><i>Training Methods:</i></b>	<ul style="list-style-type: none"> <li>• Presentations</li> <li>• Group discussions and exercises</li> </ul>
<b><i>Who will benefit from attending:</i></b>	Bursars, Assistant Bursars, Head of Department and Senior Team Leaders
<b><i>Duration:</i></b>	2 days (Split over two weeks)
<b><i>Certification:</i></b>	OBT and Progressive Training
<b><i>Fee (excl VAT):</i></b>	£350
<b><i>Training Provider:</i></b>	Progressive Training