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JANUARY – JUNE 2019

Employment Law

Your Training Guide



Central Law Training

Wilmington Professional

Your Employment Law Training Guide

With the practice year 2018-19 now well underway, it's time to focus on your learning and development needs for the year. Whatever your personal development goals for 2019, look ahead and plan your training schedule now.

Central Law Training, the UK's leading provider of post-qualification training for legal professionals, provides an unparalleled range of training courses, conferences, webinars and e-learning. These are delivered by expert speakers to help you develop your skills and knowledge and meet the SRA's requirements. This guide contains details of our training taking place January – June 2019. To view our full range of training please visit www.clt.co.uk.

With experience of working closely with firms of all sizes, corporates and public bodies, we are the perfect legal training partner to help you maximise your training budget and ensure you and your firm receive the training that you need.

A Key to Your Training Guide

To help you identify the right training for you, each course is tagged with the SRA competency area(s) that it covers, the training duration and level.

SRA Competences	Length of training and prices
A Ethics, professionalism and judgement	3 3 hour course £112.50 + VAT Package price £127.50 + VAT CLT Members / £255.00 + VAT Non-members
B Technical legal practice	5 5 hour course £187.50 + VAT Package price £255.00 + VAT CLT Members / £510.00 + VAT Non-members
C Working with other people	6 6 hour course £225.00 + VAT Package price £255.00 + VAT CLT Members / £510.00 + VAT Non-members
D Managing themselves and their own work	12 2 day course £450.00 + VAT Package price £510.00 + VAT CLT Members / £1020.00 + VAT Non-members
	5 5 hour Masterclass £187.50 + VAT Package price £315.00 + VAT CLT Members / £630.00 + VAT Non-members
	6 6 hour Masterclass £225.00 + VAT Package price £315.00 + VAT CLT Members / £630.00 + VAT Non-members
	Webinars are 1 hour £37.50 + VAT Package price £65.00 + VAT CLT Members / £130.00 + VAT Non-members

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Certificate in Employment Practice

12 B

Foundation

Rosamonde Quincey

This two day workshop follows the lifecycle of employment from recruitment through to termination. Suitable for those with no knowledge or experience it aims to provide a practical understanding of all the key areas listed. Learning is reinforced by using case studies and small group discussions.

Day One:

- Recruitment issues – the legal and practical considerations
- An overview of discrimination legislation and Equality Act 2010 – age, sex, race, religion, disability, and sexual orientation
- Employment status
- Contracts of employment – terms required by law, common terms imposed by employers, variation
- Employment rights including maternity and the new additional paternity rights

Day Two:

- TUPE – a summary of the Transfers of Undertakings Regulations and the employment implications when selling or buying a business
- Managing attendance – a guide on handling absence problems fairly and within the law
- Discipline and grievance – a summary of the legal framework and a practical guide to investigating problems and dealing with them
- Termination of employment – dismissal and redundancy

Rosamonde was so full of information and made 2 full days learning about employment law extremely interesting

London

18 - 19 Jun

BEST SELLER

Employment Law Update 2019

6 A

Update

Ian Rees Phillips

This course will focus on the last 12 months, with notes on relevant cases from the last 2 years, and is a must for busy practitioners trying to stay up to date.

The course will cover the most important changes to all aspects of employment law, including:

- A legislative update
- Update on practice and procedure in the Employment Tribunal
- Employment status, contracts of employment, unfair dismissal and redundancy
- National minimum wage and working time
- Discrimination and claims under the Equality Act 2010
- TUPE, including a full examination of business transfers and service provision changes

In respect of legislation, the course provides detail on the Gender Pay Gap Regulations and the effect of what might replace the ET Fees Order following *R (UNISON) v Lord Chancellor* in the Supreme Court and the impact of Brexit.

The course will also consider the host of interesting and important recent cases in Supreme Court, the Court of Appeal and the EAT, as well as some seismic first instance decisions.

Manchester 19 Mar
London 1 Apr

HOT TOPIC

Directors' Service Contracts

3 A B

Intermediate

Meg Pennycook

Presented by our employment law expert, Meg Pennycook, this interactive half-day course enables you to comply with your obligations under area B of the SRA Competence Statement, and will guide you in drafting and advising on Directors' Service Contracts. It is important to be aware of the legislative and regulatory provisions that will impact on your work, as well as common problems and ways to resolve them. Join us for an enjoyable and informative practical training session.

Points covered will include:

- Relevant legislation, Companies Act requirements and case law
- Reviewing the drafting of key clauses
- Spotting errors – top tips
- Maximising benefit for your client
- Practical case studies

London 23 May am

The Employment Contract: Breaches and Remedies

3 A B

Intermediate

Meg Pennycook

Refreshed for 2018, this half day course focuses on the law and jurisdiction for breach of contract claims in the Employment Tribunal and civil courts. Helping you demonstrate competence in areas A and B of the SRA competence statement, you will learn about the contractual rights and duties of employers and employees, including express, implied and incorporated terms of the contract, and the implications of a breach of these.

Remedies available to the parties, including the pros and cons of proceeding in the ET versus the civil courts, and the enforcement or otherwise of restrictive covenants and other post-termination clauses will also be discussed.

Presented by our popular speaker, Meg Pennycook, who uses relevant up-to-date case law to illustrate law in practice, this is an event not to be missed.

London

23 May pm

Central Law Training On-site courses provide:

Tailored learning

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Cost-effectiveness

If you have four or more people attending, On-site Training will be cost-effective
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Confidentiality

The opportunity to cover potentially sensitive subjects

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You can decide the best time and location for your organisation

For more information visit
www.clt.co.uk/on-site

CLTA11302

Employment Tribunal Advocacy Workshop

6 B

Intermediate

John Sprack

Do you want to enhance your skills at presenting a case in the Employment Tribunal?

This popular course caters for both the novice and the experienced practitioner. It concentrates on effective presentation and persuasive advocacy in the full merits hearing. It is based on tailor-made case studies and realistic practical exercises, with delegate performance and personal feedback as a central element.

By the end of the day, you will have covered:

- Examination-in-chief: how to present your own witnesses effectively
- Cross-examination: challenging your opponent's witnesses
- Re-examination: when and how to do it
- Useful tools: preparing and using skeletons, chronologies, written submissions, schedules and counter-schedules of loss
- Persuasive closing arguments

A really effective course in teaching how to deal with advocacy in the employment tribunal. Mock tribunal was particularly helpful

London

1 May

Unfair Dismissal: A Practical Overview

6 B

Foundation

John Sprack

Unfair dismissal continues to be central to the work of the employment lawyer, whether advising or litigating. This course will cover the principles which underpin this area of the law, and put them into a practical framework, making use of problems, case studies and interactive discussion.

This course will deal with:

- Constructive dismissal: including fundamental breach, factors causing the resignation, delay and the last straw doctrine
- Continuity of employment: umbrella contracts and deemed continuity
- Employment status: the written contract and the role of reality
- Potentially fair reasons under the Employment Rights Act
- interpreting and applying the ACAS Code of Practice
- The band of reasonableness
- Polkey reductions and contributory conduct
- Remedies: reinstatement and re-engagement, calculating compensation

If you want to have a thorough grounding of this important area of employment law, you should attend this course.

London

15 May

BEST SELLER

Solving TUPE Problems in 2019

6 B

Intermediate

Trevor Leuty

It is vital to ensure that advice on TUPE is correct. Transfers can take place without the parties knowing. The financial cost of ignorance and/or mistakes is enormous (£3.5 million in the recent Guvera case).

This course examines common issues which arise before, during and after a transaction to which the TUPE Regulations apply and how to deal with them. The course is conducted as a workshop with a series of problems for delegates to work through.

In response to feedback from delegates, the course will look in more detail at some of the basic concepts such as what is an economic entity and what is a transfer.

The course covers:

- When is a dismissal connected with the transfer?
- The automatic transfer principle
- Can staff be reduced to make the business more attractive?
- Changing terms and conditions of employment following a TUPE transfer.
- ETO reasons and whose ETO reason is relevant?
- Pension rights – do any rights transfer?
- Constructive dismissal and dismissal because of substantial change in the employee's working conditions
- Settlement agreements – can a potential TUPE claim be compromised?

London

2 Apr

Pensions in Corporate Transactions: A Practical Workshop **NEW**

6 B

Intermediate

Rukhsana Rasheed

Pension schemes have become the single most financially significant aspect in a corporate transaction. However, pension schemes continue to be a mystery in a transaction situation for the target company, scheme trustees, lawyers and professional advisors.

Companies such as Marks & Spencer, WHSmith, Sainsbury's and Boots have all shown the difficulties which a defined benefit scheme can have on the structure and success of a corporate deal.

By the end of this course you will be able to:

- Undertake thorough due diligence to uncover nasty surprises
- Assess the structure of the transaction and the pension risks involved (share sale v TUPE)
- Identify the pension rights and liabilities that will transfer to the purchaser
- Understand the valuation process of pension schemes, uncovering a deficit and what this means
- Identify the type of transaction that will trigger the payment of the pension scheme debt
- Manage the employer debt and regulatory risks
- Understand the role of The Pensions Regulator – including seeking clearance before the deal happens

London

1 Feb

A Piece of the Pie: An Introduction to Employee Share Schemes

3 B

Foundation

Mark Gearing

Offering share-based incentives can be crucial to successfully recruit and retain the best executives and employees. This course provides the ideal introduction to what can be a complex area of law, covering the important structural and tax issues on implementation, as well as including some practical tax planning points at the time of a takeover or trade sale.

This course will include:

- An overview of all HMRC approved share plans including available tax reliefs
- A detailed explanation of enterprise management incentive option arrangements
- Headline valuation issues to consider
- An introduction to employee benefit trusts and the disguised remuneration rules
- A summary of the restricted securities regime and its tax implications
- The impact of a company sale on employee share options and awards

It will be of interest to tax, corporate and employment lawyers, in-house counsel, HR professionals and finance directors.

London

7 Mar am

Advanced Employee Share Schemes

3 B

Advanced

Mark Gearing

This course is designed for those who have perhaps already attended our introductory course or have had some experience in practice and who wish to know more about this complex area of law and tax. Attendance on the introductory course is not obligatory though, as the speaker will explain the course content in a way that non share plan lawyers will understand.

This course will include:

- Issues to consider when structuring an employee share plan
- The employee shareholder status or “shares for rights” arrangement
- Growth/hurdle shares
- Employee ownership trusts in the context of employee buyouts
- An introduction to share valuations

It will be of interest to tax, corporate and employment lawyers, in-house counsel, HR professionals and finance directors.

London

2 Apr

Overview of Digital and Social Media Law

6 B

Intermediate

Sherree Westell

Digital media is not just maintaining a corporate website or even making products and services available but also setting up blogs, participating in forums and using Twitter, Facebook, LinkedIn and other sites.

This course gives an introduction and overview of the legal risks associated with all elements of digital and social media. It will be of interest to all commercial and corporate practitioners who do not deal with digital and social media law on a regular basis but need to have a working knowledge of it. It will also be useful to those joining the relevant department dealing with digital and social media law either in private practice or in-house.

This course includes:

- Overview of social and digital media and key terminology
- Identifying key areas of risk with social and digital media
- Developing and drafting effective social media policies
- Contracting online
- Key contracts with service providers
- Monitoring, moderating and take down policies
- Online brand protection

London

20 Mar

Regulatory Law in the Healthcare Professions

3 B

Intermediate

Andrew Crammond

This course focuses upon regulatory law and principles specific to the healthcare professionals. The course is aimed at those already practising in the field of regulatory law in the healthcare professions, whether in private practice or within a regulatory body.

The areas covered will include:

- Background to the various healthcare regulatory bodies, their scope and aims
- Introduction to rules and procedure in the healthcare regulatory bodies
- The applicable legal principles in the healthcare regulators
- Managing the client and practical initial steps
- Understanding and avoiding the risks
- Updates and opportunities going forward

Excellent presenter who brought the subject to life. Great insight on a challenging but interesting area of law

London

21 May am

Legal Aid Supervision: An Introduction

6 A B C

Foundation

Vicky Ling and Matthew Moore

This course has specifically been designed for those who are stepping into the role of legal aid supervisor or deputy for the first time.

The course has been written with the demands upon supervisors under the SQM/Lexcel and legal aid contracts in mind, and explains the role of the legal aid supervisor and the management skills needed to be effective.

- It meets the generic requirements for supervisor status on page one of the LAA Supervisor Form
- Meets the supervisor standards for crime contracts 2017
- Meets the supervisor standards for civil and family contracts 2018
- Covers supervision requirements in current legal aid contracts
- Covers SQM 2017 and Lexcel 6 requirements for supervision and file review
- Provides levels of competence as required by the SRA competence statement
- Practical supervision – day-to-day techniques for better file compliance
- Hints and tips for dealing with legal aid audits
- Building relationships and credibility
- Time management

London	14 Mar
Manchester	18 Jun

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Webinar Highlights

One hour webinars are the perfect way of expanding expertise and supplementing face-to-face training. To see our full range of webinars visit www.clt.co.uk/webinars

B

Intermediate

An In-Depth Look at Gross Misconduct Dismissals

John Sprack

This webinar examines the way in which gross misconduct has been dealt with in a range of appellate cases, including recent decisions such as *Reilly v Sandwell MBC*.

B

Intermediate

"Some Other Substantial Reason" for Dismissal

Karen Spooner

Sitting among the potentially fair reasons for dismissal is the somewhat baffling category of "some other substantial reason". This webinar examines its scope and its limitations, dealing with a number of appellate cases.

A

Intermediate

Whistleblowing: How far does protection extend?

John Sprack

Whistleblowing is an important head of claim in the employment tribunals: protection from dismissal or detriment is available from the first day of employment; dismissal for making a protected disclosure is automatically unfair; and compensation is potentially unlimited.

This webinar examines the various issues which have arisen in those cases and puts them in the context of the statutory provisions.

B

Foundation

Driving for Work

Andrew Woolfall

This webinar covers the use of vehicles in the workplace, from cars to LGVs, looking at the various risk involved, regulatory regimes that are applicable, systems to have in place and potential consequences when things go wrong.

This webinar covers:

- Road risk policies and systems
- Cars and vans
- Commercial vehicles
- Driver's hours, working time directive and the HSE perspective
- Potential offences for the business

B

Foundation

A Guide to Maternity, Paternity Rights and Shared Parental Leave

Leah Waller

Employees have a number of family-friendly rights in the workplace. These include the right to maternity leave, paternity leave and adoption leave. This webinar will guide you through the key elements and intricacies of legislation within this area.

It will be of interest to employees wanting to know their rights, for those advising employer/employee on their rights, those who prepare policies or are involved in HR and payroll.

B

Intermediate

Litigating Against Directors: Lifting the Veil

Tony Sampson

This webinar is aimed at the practitioner representing an unsecured/or only partially secured creditor, who is seeking to make a recovery against director/s of an insolvent company which has no assets or whose assets are fully secured. It assumes no detailed knowledge of insolvency procedures. It will focus on claims against directors (and other third parties), discusses the definition of a director, and how best to prepare for a successful claim.

A

C

Foundation

Sexual Harassment in The Workplace

Sarah Evans

This webinar looks at what is sexual harassment and examines the law around this area, including remedies and liability.

The webinar covers:

- Statutory definition of sexual harassment
- How does it differ from 'general' harassment under the Equality Act
- What is 'conduct of a sexual nature'?
- Establishing 'purpose or effect'
- Who is liable?
- Dealing with sexual harassment in the workplace

B

Intermediate

Mental Health and Wellbeing in the Workplace

Leah Waller

This webinar will advise employers on how to tackle and manage work-related illnesses by looking at the legal issues and obligations involved, how to deal with the issue and communicating it across the workplace. It will also be of use to employment solicitors advising on this.

This webinar covers:

- Why do employers need to know about mental health and wellbeing in the workplace?
- Employer's obligations
- How can employers deal with it?
- Should you consider a mental health first aider?

Management and Personal Skills Training

Management and Strategy

For those new to management responsibilities or looking to deepen their understanding of law firm management and strategy.

6 C

Management Course Stage 1
London 9 Apr

Foundation

6 C D

Management Course Stage 2
London 8 May

Advanced

12 A C D

Preparing for Partnership
London 7 May

Intermediate

12 C D

Two Day Law Firm Management Masterclass
London 27 - 28 Mar
Birmingham 29 - 30 Apr
Manchester 22 - 23 May

Advanced

Project Management

Key skills to enable you to manage work effectively.

6 B D

Project Management for Transactional Lawyers
London 20 Mar

Intermediate

6 C D

Case Analysis and Project Management for Junior Litigators
London 21 May

Foundation

People Management

Courses to help staff at any level understand how to support and manage team members.

6 A B C

Foundation

Legal Aid Supervision: An Introduction
London 14 Mar
Manchester 18 Jun

6 D

Intermediate

Managing and Motivating People
London 3 Apr

Communication Skills

Brush up your oral presentation skills.

3 B C

Foundation

Advocacy and Persuasive Communication
Newcastle 22 Jan pm
London 21 May pm

Financial Management

Ensure your firm's finances are well-managed.

5 C

Intermediate

SRA Accounts Rules: Achieving Compliance
London 6 Feb
Manchester 21 May

6 A

Foundation

Understanding and Interpreting Company Accounts
London 14 May

Compliance

Practical courses that will help you and your firm stay on the right side of SRA and general business regulations.

3 A

Update

SRA Handbook: Are you ready for the changes?

Birmingham 12 Feb pm
Exeter 28 Feb pm
London 7 Mar pm
Southampton 20 Mar pm
Manchester 21 Mar pm
York 28 Mar pm

3 A

Update

Money Laundering Compliance in Private Practice

London 7 Mar pm
Manchester 12 Jun pm

6 A

Foundation

COLPs, COFAs and Managing Compliance 2019

London 13 Mar
Sheffield 20 Jun

5 A

Intermediate

Conflicts and Confidentiality in Law Firms

London 20 Jun

6 B

Foundation

An Introduction to Data Protection and GDPR

London 5 Feb, 20 Jun

6 B C D

Intermediate

Duties of the Data Protection Officer

London 12 Feb, 11 Jun

3 A

Update

Data Protection and GDPR Update 2019

Leeds 7 Mar pm
London 12 Mar pm
Derby 26 Mar pm
Birmingham 4 Apr pm

3 A

Intermediate

Data Protection and GDPR for the Compliance Officer

London 15 Apr pm

3 B D

Foundation

Data Protection: Conducting a Data Audit

London 29 Apr am

3 B C

Foundation

Data Protection: Privacy Notices, SARs, Consent and More

London 29 Apr pm

For In-House Lawyers

Courses designed to help in-house lawyers develop and succeed in their careers.

12 A B C D

Foundation

Essential Toolkit for In-house Counsel

London 19 - 20 Mar

6 B C

Foundation

The Successful In-house Lawyer

London 1 May

6 C D

Advanced

The Successful Leader and Manager of an In-house Legal Team

London 2 May

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N2