



Unit 14
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 Company no. 201619

information • advice • training • consultancy • research

PERS TRAINING PROGRAMME 2010

TRAINING BY EXPERTS ON EMPLOYMENT LAW AND STAFF MANAGEMENT

We offer a variety of practical, participative workshops aimed at people employing staff, especially in voluntary sector organisations. We can also provide 'tailor-made' training courses.

All our workshops are designed and delivered by members of our team who have around 40 years combined experience of advising on employment rights and of management in the voluntary sector. Our events draw on our extensive range of advice calls from employers plus our in depth knowledge of employment law and best practice. We illustrate theory and best practice with up-to-date realistic examples. Courses are backed up with comprehensive literature.

The package will help you to deal with day to day workplace issues more effectively and aid longer term planning for your organisation. Please contact Anne Gilchrist (anne@pers.org.uk or admin@pers.org.uk) for further details.

Courses 2010

Course	Location	Date
New Employer and 1 st 6mths	Bradford	16 th Jun
Data Protection	Wakefield	22 nd June
Statutory and Contractual	Bradford	22 nd Sept
Fit Notes and Absence Management	Bradford	29 th Sept
S'vision and Performance Management	Calderdale	13 th Oct
New Employer and 1 st 6mths	Wakefield	19 th Oct
Redundancy	Wakefield	9 th Nov
Recruitment and Selection	Leeds	24 th Nov
Equality and Diversity	Bradford	1 st Dec
S'vision and Performance Management	Wakefield	7 th Dec

Costs

Many courses this year are sponsored by the Big Lottery and are **free**. Others attract a buy one get one free deal! See below and course details for further information.

	Wakefield and District VCS in W'field	Voluntary Sector	Statutory Sector	Private Sector
Half Day	£10	£50	£60	£70
Full Day	£10	£70	£80	£90

Free places available to a limited number of individuals from WY VSC organisations with a turnover of under £150k – contact admin@pers.org.uk to request this.

Buy one, get one Free! (Volunteer or Trustee only)

Offer applicable on first booked and first served basis.

10% discount for courses booked and paid for more than a month in advance - not applicable for Wakefield and District VCSs.

Details – all full day 10 – 4 pm unless stated

<p style="text-align: center;">New Employer - the first 6 months Your first employee: A legal liability or a priceless asset?</p> <p>Taking on your first employee can be daunting. However, we guide you through the relevant employment legislation with practical examples. We also provide a library of useful documentation to adapt to your needs. We look at employment status, recruitment (from job description to appointment), basic employment rights, induction and the first reviews at 3 and 6 months.</p>	<p>16th June CNET, Bradford</p> <p>Free to West Yorks vol. sector orgs. Others on application</p> <p><i>Note there will be a £10 admin charge for non-attendance</i></p>
<p style="text-align: center;">Data Protection and Confidentiality Who should know what and when?</p> <p>This course will provide an introduction to the law on data protection and discuss employers' responsibilities to service users and staff. Case studies, based on real life problems, and class discussion will help to find solutions where employers' duties of confidentiality, and other responsibilities, seem to be in conflict</p>	<p>22nd June Fit 4 Funding, Wakefield</p> <p>£10 Wakefield vol. sector orgs, others as above table.</p> <p>Half day – 10 – 1pm</p>
<p style="text-align: center;">Statutory and Contractual Rights How up to date are your terms and conditions?</p> <p>A highly interactive course that introduces basic employee rights and employer's responsibilities that are conferred by law and contract. We also discuss how to use policies to promote good practice in an effective organisation. There will be an opportunity to examine your issues at work.</p>	<p>22nd Sept Woodroyd Centre, BD5</p> <p>Fees: as above chart</p>

<p style="text-align: center;">“Fit Note” and Absence Management Is sickness absence a problem in your organisation?</p> <p>Sickness absence is a major cost to all organisations and the “Statement for Fitness for Work” or “Fit Note”, which replaced the “Med 3 certificate” has been designed to address this. Find out how information from an employee’s GP can help you support him/her and facilitate an earlier return to work.</p> <p>We also explore a variety of reasons for employee absence. We then devise methods to deal with them in a sensitive and fair way while at the same time minimising disruption, supporting staff and keeping within the law.</p>	<p>29th September Equity Centre, Bradford</p> <p>Free for Bradford voluntary sector orgs.</p> <p><i>Note</i> there will be a £10 admin charge for non-attendance</p>
<p style="text-align: center;">Supervision and Performance Management</p> <p>What makes supervision effective? We examine the best ways to motivate, supervise and support staff, in particular through supervision and appraisal. We also discuss ways of encouraging good practice and methods to adopt when dealing with performance which falls below acceptable expectations.</p>	<p>13th Oct Voluntary Action Calderdale, HX1</p> <p>Free to West Yorkshire vol. sector orgs</p> <p><i>Note</i> there will be a £10 admin charge for non-attendance</p>
<p style="text-align: center;">New Employer - the first 6 months Your first employee: A legal liability or a priceless asset?</p> <p>Taking on your first employee can be daunting. However, we guide you through the relevant employment legislation with practical examples. We also provide a library of useful documentation to adapt to your needs. We look at employment status, recruitment (from job description to appointment), basic employment rights, induction and the first reviews at 3 and 6 months.</p>	<p>19th Oct Holiday Inn, Wakefield WF5</p> <p>Free to West Yorks vol. sector orgs. Others on application</p> <p><i>Note</i> there will be a £10 admin charge for non-attendance</p>
<p style="text-align: center;">Redundancy</p> <p>Redundancy is too often a knee-jerk reaction to the termination of funding streams or to financial problems. In this “hands on” workshop we start by exploring both short and long term alternatives to job losses but then take you through a best practice redundancy procedure if staff cuts are really inevitable. From consultation to setting selection criteria and from defining selection pools to the dismissal process, we go through it all together. We use thought provoking exercises, case studies and interactive activities to illustrate the legal and best practice issues. There is also ample time for open discussions, particularly about your own experiences.</p>	<p>9th Nov fit4funding, Wakefield</p> <p>£10 W’field and District VCS – others as above table</p>
<p style="text-align: center;">Recruitment and Selection</p> <p style="text-align: center;">Voluntary sector staff turnover is 16.4% per year. Recruitment costs £6-£9K per employee. Also, there are the legal and practical issues to consider.</p> <p>This workshop is a journey through advertising, short-listing, interviewing and seeking references leaving you with a framework for a fair and effective process. We provide lots of practical material which point to the issues you need to consider and to save you from reinventing the wheel.</p>	<p>24th Nov St George’s Centre, Leeds</p> <p>Fees as above table</p>
<p style="text-align: center;">Equality and Diversity</p> <p>There are enormous advantages to having a diverse workforce, and we are all in favour treating employees fairly. Employers worry about discrimination law, this course explains it in straightforward terms, using practical case studies.</p>	<p>1st December Equity Centre, Bradford</p> <p>Free to Bradford vol. sector orgs.</p> <p><i>Note</i> there will be a £10 admin charge for non-attendance</p>

BOOKING FORM 2010

Please book me a place (s) on the following training course (s):

Name (s)				
Organisation				
Address				
Telephone / Fax		email		
Course	Venue	Date	Number of places	Cost/ deposit
New Employer the 1 st 6 months	Bradford	16 th Jun		
Data Protection	Wakefield	22 nd June		
Statutory and Contractual Rights	Bradford	22 nd Sept		
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Supervision & Performance Management	Wakefield	7 th Dec		
TOTAL				

Please enclose payment with your booking. Please make cheques payable to 'Pay and Employment Rights Service (Yorkshire) Ltd'.

Cancellation Policy

Cancellations must be received in writing at least 14 days prior to the date of the training to qualify for a refund. We reserve the right to charge an administration fee of 20% for cancellations. Cancellations made 7 to 14 days prior to the course date will be charged 50%, those made with less than 7 days notice will be charged 100%. Note there will be a £10 admin charge for non-attendance on free courses.

I have read and agree to the terms set out in the cancellation policy

Signed

Please return this form to: PERS, Batley Enterprise Centre, 513 Bradford Road, Batley.

WF17 8LL. Fax 01924 440906 Tel 01924 428033 Email admin@pers.org.uk

Pay & Employment Rights Service (Yorkshire) Ltd is a company registered in England (number 2201619) and a Registered Charity (number 1097401)

How did you hear about us?

Word of mouth

Email

Website

Post

Newsletter

Other

We may contact you with details of other courses that may be of interest.

If you do not want us to do so, please tick box.



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