

# PROMOTING LOCAL VOLUNTARY ACTION



## HACVS E-bulletin 15<sup>th</sup> June 2009

### HR Training Course

Dear Members,

***Book your place today!***



**Essential training  
from HR experts**

Every employer needs to keep on top of employment legislation and ensure they have systems and processes in place to prevent employment problems arising.

Our training courses provide you with the essential knowledge to help you operate within the law.

In addition, exercises are used to introduce 'Best Practice' and develop a more practical understanding of key employment issues. Delegates also benefit from an open 'Questions & Answers' session and receive a comprehensive training pack.

### **Introduction to HR and Employment Law 1 day – 24 June**

This course provides you with an overview of the legal framework and through group exercises and case studies, explores the practical requirements of key legislation including most recent changes such as the Employment Act 2008 and the new ACAS Code of Practice on discipline and grievances at work. Topics covered include:

- *The legal framework*
- *Contracts of employment*
- *Consultation and redundancy*
- *Employee or casual worker?*
- *Discrimination*
- *Rights to time off*
- *Discipline and grievances*
- *HR policies and procedures*

#### **Venue**

HR Services Partnership - Bentley House - North Heath Lane  
Horsham - West Sussex - RH12 5QE

#### **Cost**

Only £149.00 + VAT per delegate per course, including lunch and refreshments.

#### **Who should attend?**

Chair, Trustees, Chief Executives, Directors and Managers.

*"Extremely useful, with lots of information  
to take away"* A. K. – Age Concern  
East Sussex



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*JANICE BROWN*  
Manager

Please note below our new email address for all general communications – all previous email addresses are now obsolete and should no longer be used, thank you.

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Denne Road  
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RH12 1GZ**

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