



EMPLOYMENT LAW FOR HEALTH SERVICE MANAGERS

1 day training course

COURSE OVERVIEW

Introduction

Every manager needs a working knowledge of employment law. They need to understand the link between legal requirements and what managers can and should do. Managers also need to know when to get advice. This highly practical one-day training course is designed to give health service managers practical guidance so that they can manage positively and proactively and approach employment related decisions with know-how and confidence. The programme covers ten key areas of employment practice including selection, equality and managing performance in a positive way. Participants will have an opportunity to try out their knowledge on actual cases.

Objectives

The objective of this programme is to provide managers with a full working knowledge of employment law as it affects day-to-day management. At the end of the programme, participants should be able to approach employment related decisions in a positive manner with competence and confidence. Managers will know when to seek advice and know what is required to meet the organisation's legal requirements.

Target audience

This course is aimed at all managers and other staff (e.g. personnel, training and payroll) involved in making employment related decisions.

About the provider

SHRC Limited design and deliver training courses and programmes for organisations across the public and private sectors. Since 2003, SHRC Limited has collaborated with the Health Management Institute of Ireland (HMI) on the development and delivery of training courses and programmes within the health sector.

SHRC Limited offer validated programmes leading to QQI awards.

If you have any queries, please contact SHRC Limited at 01 2974070 or email info@shrc.ie.

COURSE CONTENT

The content covers issues that managers are likely to deal with as part of their everyday work. At the end of the programme, participants will understand the fundamentals of employment law and what they should do to meet their legal obligations in these important areas:

- **Recruitment and selection** - job profiling; advertising; fair selection processes
- **Conditions of employment** - minimum notice; communications; health and safety; contemporary issues e.g. Internet, e-mail and data protection
- **Equality** - Direct and indirect discrimination; equality of opportunity; treatment and pay
- **Contracts of employment** - the legal context; fixed term contracts; essential contents
- **Managing attendance** - what the manager can and should do to proactively manage attendance
- **Maternity and other leave** - annual leave; public holidays; compassionate leave; maternity and paternity leave and jury service
- **Working time** - impact on working arrangements
- **Dignity at work** - definition and legal obligations; requirement to prevent; codes of practice; fair processes
- **Handling grievance and disciplinary cases** - fair processes; holding investigations; principles of natural justice
- **Termination of employment** - due process; unfair dismissal; redundancy; frustration of contract; and, other lawful terminations

"Very good overview of main areas of employment law, all relevant to my role"

Methodology

The training methods and techniques employed during all programmes will be based on best practice in adult learning. The methods used include:

- Short lectures – to impart required background information/knowledge
- Facilitated discussions – to allow for open debate, airing concerns and enhanced participation
- Case studies – to assist with the practical application of learning
- Group work – to promote interaction and group learning
- Role-plays – to gain experience of using the acquired skills

Course options

There are two options available:

- In-house course (available on request)
- Open course (contact the HMI to find out more)

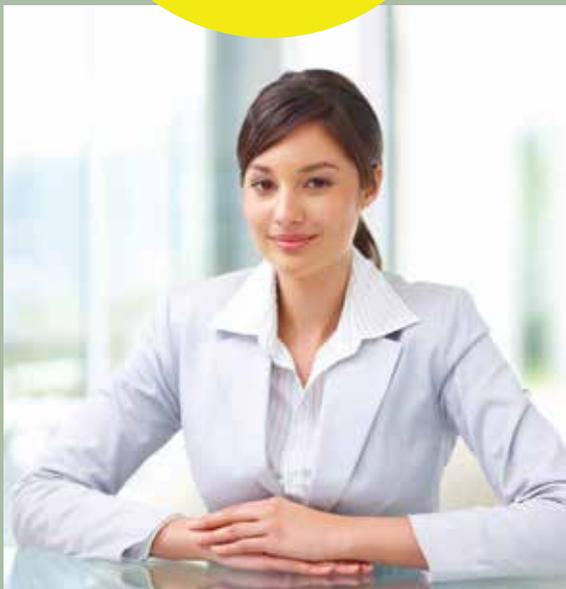
Certificate

- Award: HMI Certificate
- CPD: 6.5 points

TRAINING DELIVERED BY

**A QUALIFIED AND EXPERIENCED
PRACTITIONER**

*"Met my needs.
I found the day very
informative, interesting,
helpful and practical...
all queries answered
and clarified"*



To find out more about
EMPLOYMENT LAW
please do one of the following:



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Terms & Conditions

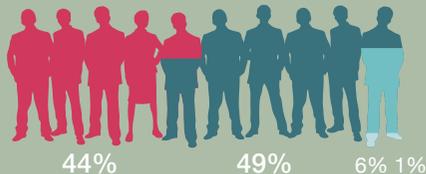
Fee is payable in advance. Refunds are not available where cancellations are received less than 5 working days before the programme. Delegates will be charged in full where there is non-attendance on any programme. SHRC Limited reserves the right to reschedule courses and/or venues. Special offers cannot be combined.

PARTICIPANT FEEDBACK

As a provider of high quality training experiences, the HMI are eager to know how our participants feel about our courses. We are committed to continuously improving and ensuring the delivery of quality management training to managers/supervisors/team leaders working in a health service environment.

The following statistics were composed from the feedback from participants who attended our management development courses.

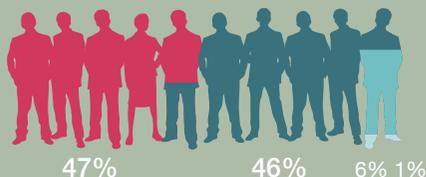
LEARNING OBJECTIVES



93% of our participants rated the achievement of the learning objectives as very good or excellent.

*"Very practical and interactive
...good opportunity to update knowledge and skills"*

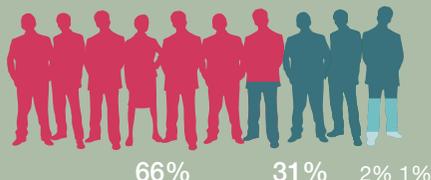
QUALITY OF TRAINING METHODS



93% of our participants rated the mix of training methods as very good or excellent.

*"Speaker was excellent and easy on the ear.
Very helpful on Q&A"*

STANDARD OF TRAINER



97% of our participants rated the standard of the trainer as very good or excellent.

Legend: ■ excellent ■ very good ■ good ■ average ■ poor

Why choose us for your training and education?

- We understand the complexity of healthcare.
- We recognise the challenges that healthcare managers experience.
- We meet these challenges with training, education & ongoing network opportunities.
- We guarantee experienced facilitators.
- We provide best-in-class service.

HMI
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