

PENINSULA E-Learning Schedule

— April - September 2017 —

Monday 03 April 11.30am

Invest in Investigation

Best foot forward: learn how to start off your disciplinary procedure with a solid investigation.

CPD Certified



Tuesday 04 April 3.30pm

Handling Disciplinary & Dismissal Processes

Employment Tribunals want you to stick to the ACAS Code of Practice on Disciplinary Procedures: learn the principles and keep away from unfair dismissal.

CPD Certified



Wednesday 05 April 10.30am

Employee Complaints: How to Handle Grievances

Feel aggrieved about grievances? Learn how to approach this sensitive area to stop complaints spiralling in to tribunal claims.

CPD Certified



Tuesday 11 April 10.00am

Health & Safety: Manual Handling

Identify methods of controlling risks when employees lift, lower, push, pull or use bodily force to move items.

Wednesday 12 April 11.00am

Contracts of Employment: The Basics

The core of the employment relationship: creating agreed terms and conditions.

CPD Certified



Wednesday 19 April 3.00pm

Apprentices: The Ins and Outs

Apprehensive about employing apprentices? Let us take you through the rules, rights and responsibilities impacting these workers.

Friday 21 April 12.00pm

Employee Sickness: How to take control

Feel sick at the level of sickness absence in your workforce? Learn how to take back control and improve attendance going forward.

Monday 24 April 10.00am

Recruitment & Selection/Interviewing

Finding the right person for the job is more than just pot luck; let us talk you through the process to ensure you're starting on the right track.

CPD Certified



Wednesday 26 April 12.30pm

Managing Social Media Use in your Organisation

Find yourself feeling atwitter about your organisation's reputation on social media? Learn how to manage your employees' social media use.

Thursday 27 April 2.00pm

What happens to Employees when a Business Changes hands?

Let us transfer our knowledge of this complicated employment issue: learn about the steps you have to take when you're a transferor or transferee to avoid a tribunal claim for damages.

Wednesday 03 May 11.30am

Understanding Annual Leave Entitlements

The right to take holiday is more complicated than you think: ensure you're aware of holiday entitlements to reduce the risk of a tribunal claim.

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Friday 05 May 12.30pm

Rights for Employees when they have a Baby

As more workers look for family friendly employers, put yourself in pole position by becoming au fait with family friendly rights.

PENINSULA E-Learning Schedule

Monday 08 May **3.30pm**

Understanding the Law on Foreign Workers

Don't want to face a fine and potential shut down? Learn the rules around employing foreign workers to ensure your business is protected.

Wednesday 10 May **10.30am**

Employment Status: The Gig Economy and more

Don't get caught out: learn how to determine the status of your staff to ensure they're given the correct employment rights.

Friday 12 May **1.30pm**

Health & Safety: Slips and Trips

Outline different types of prevention for both slipping and tripping hazards and assist the information required to complete your risk assessments by establishing suitable methods of risk control.

Monday 15 May **11.00am**

Contracts of Employment: The Basics

The core of the employment relationship: creating agreed terms and conditions.

CPD Certified



Wednesday 17 May **3.00pm**

Settlement Agreements

Want to remove someone from your business without facing a claim for unfair dismissal? Learn how to approach this technical issue as we set out the reasons why a settlement agreement may be best for business.

Friday 19 May **10.00am**

Introduction to Redundancy

Remove the stress of these circumstances by arming yourself with the basics of how to tackle a redundancy situation.

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Tuesday 23 May **12.00pm**

Right to be Accompanied at Disciplinary and Grievance Hearings

Confident you're following employees' statutory rights in formal meetings? Learn who has this right and when, to ensure you don't fall foul of the law.

Wednesday 24 May **2.30pm**

Health Issues at Work

We all know that a healthy workforce equals a happier workforce: learn how to manage health issues to reduce their impact at work.

Wednesday 31 May **2.00pm**

Invest in Investigations

Best foot forward: learn how to start off your disciplinary procedure with a solid investigation.

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Tuesday 06 June **11.30am**

Getting the most from Appraisals

Approaching appraisals with the right attitude is key: learn how to tackle these correctly so that you and your employees get the most out of them.

Thursday 08 June **12.30pm**

Handling Disciplinary & Dismissal Processes

Employment Tribunals want you to stick to the ACAS Code of Practice on Disciplinary Procedures: learn the principles and keep away from unfair dismissal.

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Friday 09 June **1.30pm**

Health & Safety: Control of Contractors

How do you employ contractors? Do you have a preferred Contractor list? Do you check the competencies of Contractors? Find out what needs to be in place when employing contractors - from window cleaners to building services.

Monday 12 June **3.30pm**

Employee Sickness: How to take control

Feel sick at the level of sickness absence in your workforce? Learn how to take back control and improve attendance going forward.

Wednesday 14 June **10.30am**

Ensuring Equality at Work

Equality is the cornerstone of diversity and fairness at work: we'll give you best practice pointers to ensure equal treatment for your workforce.

Thursday 15 June **11.00am**

Know the Law on Subject Access Requests

Personal data is a precarious issue: learn how to respond to a SAR whilst ensuring compliance with the Data Protection Act.

PENINSULA E-Learning Schedule

Tuesday 20 June **3.00pm**

Employee Complaints: How to Handle Grievances

Feel aggrieved about grievances? Learn how to approach this sensitive area to stop complaints spiralling in to tribunal claims.

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Thursday 22 June **10.00am**

Managing Flexible Working Requests

Did you know all employees can request flexible working? Learn how to handle requests fairly and deal with these in line with the ACAS statutory Code of Practice.

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Tuesday 27 June **12.00pm**

Amending Employee Entitlements

Thinking about changing employees' terms and conditions? Think carefully. Learn how to amend entitlements without falling foul of employment law.

CPD Certified



Thursday 29 June **2.30pm**

Recruitment & Selection/Interviewing

Finding the right person for the job is more than just pot luck; let us talk you through the process to ensure you're starting on the right track.

CPD Certified



Monday 03 July **2.00pm**

Managing Agency Workers and their Rights

Did you know agency workers get different rights to other members of staff? Let us fill you in on the different employment laws for agency staff to ensure you're fully compliant.

CPD Certified



Wednesday 05 July **11.30am**

Onboarding: Integrating New Recruits

Give the best impression of your business from day one as we talk you through the best way to get new recruits on board.

Monday 10 July **3.30pm**

Introduction to Redundancy

Remove the stress of these circumstances by arming yourself with the basics to tackle a redundancy situation.

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Wednesday 12 July **12.30pm**

Basic Employment Practices

Put yourself in the best position by getting to know the basics of the minefield that is employment law.

Thursday 13 July **10.30am**

Health & Safety: Lone Working

Do you have employees in a room alone from time to time? Do you have employees who drive as part of their working week and visit different sites? Identify when a worker becomes a lone worker?

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Monday 17 July **11.00am**

Employment Status: The Gig Economy and more

Don't get caught out: learn how to determine the status of your staff to ensure they're given the correct employment rights.

Wednesday 19 July **12.30pm**

Getting a grip on Harassment

Letting this issue fester can have expensive consequences for your business. Learn how to proactively prevent harassment taking place and learn the steps to take to address, and manage, incidents as they occur.

Thursday 20 July **11.30am**

Getting the most from Appraisals

Approaching appraisals with the right attitude is key: learn how to tackle these correctly to get the most out of them.

Tuesday 25 July **12.30pm**

Rights for Employees when they have a Baby

As more workers look for family friendly employers, put yourself in pole position by becoming au fait with family friendly rights.

Wednesday 26 July **11.00am**

Health & Safety: Asbestos Awareness

Before its ban at the beginning of the new millennium, many buildings are littered with the toxic material - capable of causing cancers and other health-related issues. Do you have workers with the potential to come into contact with asbestos in your line of work? Asbestos Awareness training is essential for any worker in construction or related industries.

Thursday 27 July **2.00pm**

Conflict Management

Feel like you're treading on tiptoes around workplace disputes? Learn how to manage conflict proactively to reduce and prevent the negative impact in your business.

PENINSULA E-Learning Schedule

Tuesday 01 August 11.00am

Long Term Health Issues at Work

Out of sight, out of mind is not the right mentality to have for staff on long term sick; learn how to manage long term health issues to aid a return to work or safe dismissal.

Friday 04 August 12.30pm

Managing Social Media Use in your Organisation

Find yourself feeling atwitter about your organisation's reputation on social media? Learn how to manage your employees' social media use.

Tuesday 08 August 10.30am

Know the Law on Subject Access Requests

Personal data is a precarious issue: learn how to respond to a SAR whilst ensuring compliance with the Data Protection Act.

Wednesday 09 August 12.30pm

Health & Safety: Display Screen Equipment & Office Safety

When your organisation has staff who regularly use DSE (Display Screen Equipment) in their work, it's a legislative requirement that they are trained in the proper use of their DSE equipment, and risk assessments of their work environment are completed and managed within a timely manner.

Thursday 10 August 11.00am

Ensuring Equality at Work

Equality is the cornerstone of diversity and fairness at work: we'll give you best practice pointers to ensure equal treatment for your workforce.

Monday 14 August 2.00pm

Demystifying SSP

Get sickness pay rights right the first time by learning the rules and payment practices of this complicated statutory entitlement.

Wednesday 16 August 11.00am

Managing Agency Workers and their Rights

Did you know agency workers get different rights to other members of staff? Let us fill you in on the different employment laws for agency staff to ensure you're fully compliant.

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Tuesday 22 August 10.00am

Settlement Agreements

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Wednesday 23 August 12.30pm

Basic Employment Practices

Put yourself in the best position by getting to know the basics of the minefield that is employment law.

Wednesday 30 August 1.30pm

Health & Safety: Machine Guarding

Do you know the hierarchy of guarding machinery from a Fixed guard; Interlocking device; Automatic guards; Trip switches to push sticks and jigs. Do you know the consequences of not guarding machinery and equipment correctly?

Friday 01 September 11.30am

Understanding the Law on Foreign Workers

Don't want to face a fine and potential shut down? Learn the rules around employing foreign workers to ensure your business is protected.

Tuesday 05 September 3.30pm

Getting a grip on Harassment

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Onboarding: Integrating New Recruits

Give the best impression of your business from day one as we talk you through the best way to get new recruits on board.

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Wednesday 13 September 11.30am

Health & Safety: Occupational Health

Employees are a key asset. We need to ensure they are operating to the best of their capabilities and health.

Thursday 14 September 12.30pm

Understanding Annual Leave Entitlements

The right to take holiday is more complicated than you think: ensure you're aware of holiday entitlements to reduce the risk of a tribunal claim.

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Monday 18 September 12.00pm

Managing Flexible Working Requests

Did you know all employees can request flexible working? Learn how to handle requests fairly and deal with these in line with the ACAS statutory Code of Practice.

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Thursday 21 September 10.30am

Amending Employee Entitlements

Thinking about changing employees' terms and conditions? Think carefully. Learn how to amend entitlements without falling foul of employment law.

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Tuesday 26 September 2.30pm

Conflict Management

Feel like you're treading on tiptoes around workplace disputes? Learn how to manage conflict proactively to reduce and prevent the negative impact in your business.

Wednesday 27 September 10.00am

Health & Safety: CDM Awareness

The Construction Design & Management (CDM) Regulations 2015 have replaced CDM 2007. This CDM Awareness webinar provides essential information targeted at those working in construction or associated sectors and roles affected by CDM. It also offers those new to CDM an introduction to the 2015 Regulations to help staff understand their legal responsibilities.

Friday 29 September 11.00am

Demystifying SSP

Get sickness pay rights right the first time by learning the rules and payment practices of this complicated statutory entitlement.

Interested in registering for a session?

Why not register for any of our E-Learning sessions by contacting us:

0844 892 2496

e-learning@peninsula-uk.com