**Employment Law Update**

by IBEC ManagementTraining

**Programme Overview**

This programme will give managers and HR specialists the confidence to deal effectively with problems that arise in the context of the Unfair Dismissals Acts.

Who Should Attend? Managers and HR specialists who manage people at work.

Duration: 1 Day

**Approach:**

The programme runs over a single day. There are a number of activities and case studies as part of the course to ensure that key knowledge and skills are practiced. Programme participants are encouraged to express their views and experiences. The programme facilitates participant discussion to ensure a thorough understanding of the key points and their application. Real life case studies and exercises will be used to ensure a real practical understanding of each topic.

**Training Outcomes:**

On completion of the programme, participants will:

* Have a fair appreciation of the importance of the principles of natural justice and their implications when managing disciplinary issues
* Know how to manage poor performance
* Know how to deal with serious/gross misconduct
* Understand the current best practice approach to dealing with issues in the area of discipline and dismissal
* Know the legislative background to disciplining and the relationship between the unfair dismissals legislation, the equality legislation, industrial relations and any other relevant piece of legislation
* Understand current case law and be aware of new issues that are arising almost daily
* Build confidence to deal with queries and questions on the topics covered
* Deal with all of the aspects of a disciplinary procedure up to and including dismissal
* Critically analyze current disciplinary policies and procedures

**Programme Flow:**

Session 1 (90 min)

* Intro and getting to know each other, exploration of expectations and learning needs
* Discipline and dismissals:
	+ Overview of Unfair Dismissals Act, 1977-2015 - Input
	+ Who is covered by the legislation? - Brainstorming
	+ Definition of dismissals - Input
	+ ‘Unfair’ and ‘not unfair’ reasons for dismissal - Debate
	+ Claims procedure; Redress – the cost of unfair dismissal - Facilitated discussion, Input

Session 2 (90 min)

* Discriminatory dismissal - Small group work (Jigsaw)
	+ Discriminatory dismissals under the employment equality acts
	+ Disability and reasonable accommodation
	+ Pregnancy related dismissals
	+ Redress under the equality legislation
	+ Case law

Session 3 (90 min)

* Recap of previous sessions
* Fair procedures and Natural Justice
	+ Importance of adhering to the principles of natural justice when dealing with disciplinary matters - Debate
	+ Code of Practice on Grievance and Disciplinary Procedures (S.I. No. 146 of 2000) - Input
	+ The disciplinary procedure; Appeals process - Discussion, Input
* Fair procedures and Disciplinary procedures in action - World Cafe, Input
* Dealing with the poor performer
* Managing absence
* Dealing with serious/gross misconduct

Session 4:

* Case studies to incorporate all the above-mentioned content (this is both a learning activity as well as a method of assessment of the competencies acquired by participants)
* Evaluation (self-perception), transfer to real work context
* Closing and goodbye