

# Training for Managers and Business Owners



**Whether you're looking for an overview of employment law, or helping your managers get to grips with the key points for dealing with a formal process, our specialist team of employment solicitors can help.**

The training provided by our employment team is tailored to your business and can be presented to anybody with management or HR responsibilities.

The sessions we provide cover a wide array of areas, including deep dive sessions on the prevention of sexual harassment, discrimination, redundancy and managing formal disciplinary and grievance processes. We can also offer training to managers and business owners, providing an overview of employment law, including recruitment challenges, leave and time off, discrimination and workers' protection, as well as an exploration of unfair dismissal rights, the practicalities of employee management and factors to consider when terminating staff.

We regularly provide update sessions on what the future holds for employment law and we can incorporate these updates into training sessions to ensure your business is fully informed of any changes that may be needed.

Our training sessions can be presented online or in-person at your offices or our Altrincham office, at times to suit your business.

Call our Employment Team on 0161 941 4000 to book your training session today.

We recognise that it can be a daunting task for businesses to try and identify its training needs. We believe the best way to ensure training is tailored and effective is to work with businesses to at the outset to create an agenda.

*By way of example, the agenda for a half day training session aimed at managers and business owners, providing an overview of employment law could be as follows:*



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# An Overview of Employment Law: Training for Managers and Business Owners (Half-Day)

## Part 1: 1hr 15 mins

### 1. Recruitment

- a. Adverts
- b. Interviews
- c. Offer, acceptance and s.1 statements
- d. Onboarding and inductions
- e. Right to work
- f. Probation
- g. Difference between employee and worker status

### 2. Leave and time off

- a. Holidays and holiday pay
- b. Rest breaks and Working Time Regulations
- c. Family leave
- d. Sick leave

### 3. Discrimination/workers' protection

- a. Overview
- b. Direct and Indirect discrimination
- c. Harassment (and third party harassment)
- d. Victimisation
- d. Disability discrimination and reasonable adjustments  
(break, 15 mins)

## Part 2: 45 mins

### 4. Overview of unfair dismissal rights

### 5. Managing practicalities

- a. Managing conduct
- b. Managing absence
- b. Managing performance
- c. Managing redundancy

### 6. Termination

- a. Need for meetings
- b. Right to be accompanied
- c. Right to written reasons
- d. Notice
- e. Accrued holiday

(break, 15 mins)

## Part 3: 1 Hour

### 7. Grievances and whistleblowing

- a. How to spot
- b. What protection do whistleblowers have

### 8. Other points

- a. Employment Rights Bill: 2026 and beyond

### 9. Questions

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