

Mishcon Academy

Employment law training for your organisation

Essential employment law knowledge
and skills training

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Employment law is intrinsic to all organisations and affects every working member of the population. It is subject to more changes than any other area of law and can be highly political. We believe that keeping our clients abreast of the most important developments and providing them with the tools and knowledge to handle everyday issues for themselves is a crucial part of our role as advisers and advocates.

Who is the programme for?

Suitable for all employees, regardless of their role or seniority level. It is particularly beneficial for HR and legal teams, managers, and employees who regularly interact with others in the workplace.

What we offer

Our training approach is dynamic and interactive, emphasising practical skills and real-world scenarios to ensure the content is both relevant and impactful.

We pride ourselves on delivering customised training solutions, meticulously crafted to meet your specific requirements. Our expert lawyers are adept at educating a diverse audience, from HR and legal professionals to managers and staff, directly at your premises. This in-house delivery, often scheduled during lunch breaks, minimises disruption to your daily operations while maximising attendance.

For more in-depth learning, we offer extended sessions tailored to your needs. Additionally, we provide the option of pre-recording or live recording our training for flexible access within your organisation. Our sessions are designed to be interactive and engaging, minimising lectures and maximising participant involvement and critical thinking.

We utilise a variety of teaching methods to ensure maximum participant engagement including:

- Team-based discussions and challenges.
- Scenario voting on employment law scenarios.
- Quizzes to understand the scope of various employment laws.
- Scenario-based discussions on potential employment dilemmas.

Understanding that each business faces unique workplace and employment challenges, we are committed to addressing your specific concerns and objectives. Our training is designed to be adaptable, addressing a range of common issues, with the flexibility to focus on the areas most pertinent to your organisation. Below are some of the most common topics on which we deliver training.

Common topics of training

Dealing with disciplinaries and grievances:

Understanding how to manage workplace disciplinary matters and grievances will help you to resolve them at an early stage. If a dispute cannot be resolved internally, conducting the right process will help to protect your business if an employee brings a claim.

This training will enable you to implement the correct disciplinary and grievance procedures, ensuring individuals are treated fairly and reasonably. You will also learn when to ask for help, preventing a problem from escalating.

Managing redundancies:

Carrying out redundancies can be complex and requires careful planning. If 20 or more redundancies are proposed, the process can be even more challenging.

Our team will make sure you fully understand your obligations and the common pitfalls when managing a redundancy process. By learning how to effectively manage redundancies, you will be able to protect your business financially and reputationally.

Addressing social media issues:

From disclosing confidential company information through to posting inappropriate remarks about a business, there is a wide range of social media issues that can affect a workplace.

As well as arming you with the knowledge to identify these issues, this training will inform you of the tools needed to address them. You will learn how to avoid numerous pitfalls and which policies are required to manage social media and protect your business.

Fair performance management:

Dealing with poorly performing employees is challenging but essential to ensure your business is as efficient as possible. To minimise the risk of disputes, the performance process must be carried out fairly.

You will learn when and how to raise performance issues, helping to protect your business from claims. You will also gain an understanding of how to support employees involved in the process and resolve problems at an early stage.

Understanding family matters:

Most employers will have to deal with maternity, paternity, and flexible working issues at some stage. As there are many new rules relating to parental leave and flexible working rights, it is vital you are up to speed on the latest developments.

Our training will ensure you understand the rights and obligations of both your business and the employee, and how to deal fairly with flexible working requests.

Responding to sickness absence:

Managing sickness absence is one of the most challenging areas of employment law, particularly for HR teams and managers. It also presents a significant time and cost burden for businesses. Acting early can reduce this by facilitating an early return to work rather than appointing somebody new.

By the end of this training, you will understand how to manage an employee's absence, and their return to work, fairly and effectively. This course will also ensure you have effective policies in place so all those involved know how to deal with sickness absence and what will help to reduce it.

Navigating potential harassment:

There is a very fine line between harmless banter and harassment. Knowing how to deal with these types of complaints is an important skill for managers as is the need to promote equal opportunities and prevent discrimination.

Effective policies are only the start. Our experts will make sure you are thoroughly trained on those policies helping your business to avoid claims or successfully defend them if they arise. You will gain an understanding of how 'innocent' jokes or actions may be construed as harassment, how to deal with complaints sensitively and appropriately, and the steps needed to stop discrimination.

Conducting investigations:

When allegations are made against an employee, there could be several issues to consider. You may need to suspend the employee, deal with an anonymous tip off, or investigate the allegations before proceeding to a disciplinary hearing.

To help you navigate these issues, our training will enable you to understand when and how to conduct investigations. You will be given the knowledge to carry out the process in a sensitive and fair manner, ensuring any subsequent disciplinary is fair.

Preventing bribery:

The line between corporate hospitality and bribery is not always clear. Failing to understand the difference can result in significant consequences. The relatively new offence of failing to prevent bribery means your business can be criminally liable for the acts of its employees.

Our training will help to protect your business from liability, ensuring you have the right policies and procedures in place. Your employees will understand what constitutes bribery and corporate hospitality, including what to look out for as well as their obligations and liabilities.

Dealing with sexual harassment:

Dealing with sexual harassment complaints can be complex and requires a careful and balanced approach. An investigation into alleged sexual harassment is a vital part of the procedure and must be conducted sensitively and methodically.

Through this training, you will learn how to deal with complaints appropriately and the steps needed to prevent harassment, creating a better working environment and protecting against liability. You will learn what constitutes sexual harassment and how to spot and manage it while demonstrating a zero-tolerance approach. Designed to suit different levels and responsibilities, this training can be incorporated with your own internal policies to raise awareness and improve compliance.

Avoiding discrimination:

Unconscious bias can affect everyone, leading to quick judgements and decisions that can cause issues in the workplace.

This training will help you to identify unconscious bias, and enable you to put measures in place which reduce its impact on behaviour. This learning will help to improve your ability to recruit and promote the right people for their role, and to manage teams fairly avoiding discrimination.

Dignity at work:

Our practical, case study-based training will give your team an understanding of how their (often 'innocent') jokes or actions may be construed as harassment, an understanding of how to deal with complaints sensitively and appropriately, and how to prevent discrimination occurring.

Training is tailored to the particular needs of the business and the audience. It is suitable for your HR or legal teams, as well as managers or the workforce as a whole. We can also review any policies you have in place to ensure you are protected.

TUPE:

We are especially well-versed in addressing the impact of transactions on employees and employers. By the end of this training, you will be able to successfully understand and manage the impacts of TUPE on your business.

Protecting your business through good restrictive covenants:

Restrictive covenants are notoriously difficult to draft correctly and enforce. We bring our extensive experience in advising employers, bringing and defending post-termination competition proceedings to bear in this training.

This training will enable you to implement the right restrictive covenants in order to successfully protect your business and minimise risk of litigation.

Data protection and the employment relationship:

The interplay between data protection, transparency and privacy permeates most aspects of the employment relationship.

This training will equip you with the knowledge and tools to successfully manage your organisation's data protection and use, ensuring compliance with evolving legislation.

Transgender issues:

In an era of increasingly polarised and vocal beliefs on diverse issues, such as trans rights and gender critical beliefs, how should employers ensure they are maintaining an inclusive and supportive environment for transgender employees, while also dealing with the potential for conflict with those who hold opposing beliefs with sensitivity and respect?

This training will cover key topics, such as understanding the applicable legal frameworks for equality and non-discrimination, best practices for policy development and more.

Modern Slavery Act:

Employers are required to adhere to a range of duties as stipulated by the Modern Slavery Act 2015. Our experts will provide comprehensive training on these obligations, ensuring that you are fully informed and prepared to align your policies and business operations with the Act's provisions. At the end of this training, you will be empowered to not only comply with the Act but also to champion ethical practices within your organisation, safeguarding it against the risks associated with modern slavery.

Trade unions and industrial action:

Our expert-led training session offers employers and HR Teams a deep dive into critical aspects of employment relations, focusing on the role of trade unions, legal rights and responsibilities, and the intricacies of industrial action. This training is tailored to strengthen HR teams' ability to maintain a positive industrial relations environment and minimise legal risks in the modern workplace.

Holiday pay:

Holiday pay is something all employers will have to deal with. As there are updated rules relating to holiday pay, it is vital you are up to speed with the latest developments. Our training will ensure you understand the rights and obligations of both your business and employees, and how to deal with disputes stemming from holiday pay as they arise.

Menopause:

Understanding and supporting employees going through menopause is key to fostering an inclusive and respectful workplace. Our focused training session provides employers and HR teams with the knowledge and strategies needed to deal fairly and sensitively with menopause at work.

Our training will enable you to learn how to recognise the impact of menopause, implement supportive policies, and create an environment where all employees feel valued and supported through every stage of their working life.

Fertility & Pregnancy loss:

Fertility challenges and pregnancy loss can deeply affect employees, both emotionally and physically. Our training for employers and HR teams provides essential guidance on how to approach these sensitive issues.

Our training will enable you to create supportive policies, offer appropriate resources, and foster a workplace culture that acknowledges and respects these personal experiences.

Programme leader

Will Winch, Partner

Will Winch is a Partner in the Employment department, dealing with contentious and non-contentious matters. He has extensive experience advising employers on a range of employment issues, including sexual harassment. His expertise ensures that the training is up-to-date, practical, and relevant.



Next steps

If you would like to discuss the HR training needs and requirements of your business, please contact Will Winch on will.winch@mishcon.com or academy@mishcon.com.

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