





## Black Country Skills Factory Leadership & Management Course

<p><b>COURSE TITLE</b>  <b>Basic Employment Law</b>  <b>(Overview of the important elements of employment law, plus practical guidance on how to tackle issues that arise at work.)</b></p>		
<p><b>Who should attend:</b>                  Operational Managers and/or Leaders within the Manufacturing Environment</p>	<p><b>Course structure:</b>                  (e.g. type of delivery, classroom, practical, simulated etc.)                  Class room and practical.</p>	
<p><b>Benefits of attending:</b>                  By the end of the course the delegates will be able to understand...</p> <p>The key principles of employment law and apply them in the workplace.</p> <p>The key aspects of employment contracts and the different types of contract.</p> <p>The basic disciplinary and grievance issues within the workplace</p> <p>The key employment rights of employees</p>	<p><b>Key topics:</b></p> <p>Equal opportunities and discrimination</p> <p>Contracts of employment and employment rights</p> <p>Employees right – including part-time workers, maternity leave, whistle blowers protection</p> <p>How to handle discipline, grievances and dismissal</p>	
<p><b>Duration / Dates &amp; Times of Course:</b>                  1 day course</p>	<p><b>Location / Address:</b>                  National Metal Forming Centre                  47 Birmingham Road,                  West Bromwich,                  West Midlands,                  B70 6PY</p>	
<p><b>Cost:</b>                  Full Cost of course: £160 per day total, with discounts available for multiple bookings</p>	<p><b>Assessment :</b>                  Provided through                  Open College                  Network West                  Midlands</p>	

**To find out more or for an informal discussion, please contact:**

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**To book courses visit:** <http://www.blackcountryskillsfactory.co.uk/courses/results/basic-employment-law-skills-factory>