

Our training courses & workshops

## HR, Employment & Immigration Law

Anderson Strathern's training courses and workshops cover the spectrum of HR, employment and immigration law topics, delivering actionable learnings which support growth and continuous development of your internal HR and employee management capability.

Whether delivered online or in person, our training is designed around your business to achieve the impact you need.



**AS** Anderson  
Strathern

# HR and Employment Law Basics

## Introduction to Employment Law

An introduction to the key legal principles, important legislation and the related policies and processes your business needs to compliantly manage your workforce.

## Managers' Bootcamp

Day to day management - covering contracts of employment, absence management, performance, conduct and grievances. Ideal for new or aspiring managers or as a refresher.

## Dealing with Trade Unions

An overview of the functions and legal rights of Trade Unions, Organisers and Shop Stewards. Learn how to effectively manage the relationship with Organisers and Shop Stewards, what their additional legal rights and obligations are, and how to create a positive dynamic between a business and a Trade Union.

## Social Media in the Workplace

What social media use is acceptable and what is not? Ideal for both employees and managers, our training will put your business' social media policy into practice by working through real life scenarios.



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# HR and Employment Law Basics

## GDPR for Employees - General Awareness Training

Support GDPR compliance through our course and introduce your company's GDPR policy to your employees, ensuring an understanding of the key GDPR concepts and data protection principles relevant to in their day to day activities.

## Data Protection and GDPR for HR Teams

Increase your understanding of key GDPR concepts and data protection principles. With a focus on internal data protection policies, understand what actions you should take to ensure that the data protection legislation is complied with, including how to respond to data security breaches and Data Subject Access Requests.

## Employee Representative Training

Learn how to elect and train employee representatives about the responsibilities and rights in collective consultation exercises (e.g. large-scale redundancies, TUPE). Workshop the skills needed to ensure employee representatives are properly coached, communicated with and managed when fulfilling their legal obligations.



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# Managing People

## Handling Difficult Conversations

Having a difficult conversation can be daunting, but the consequences of putting one off or handling it badly can be severe. Our training, which is suitable for managers of all levels, will give you the tips and tools to prepare for, hold and follow up challenging conversations to ensure the best outcomes and reduce risks.

## Misconduct and the Disciplinary Process

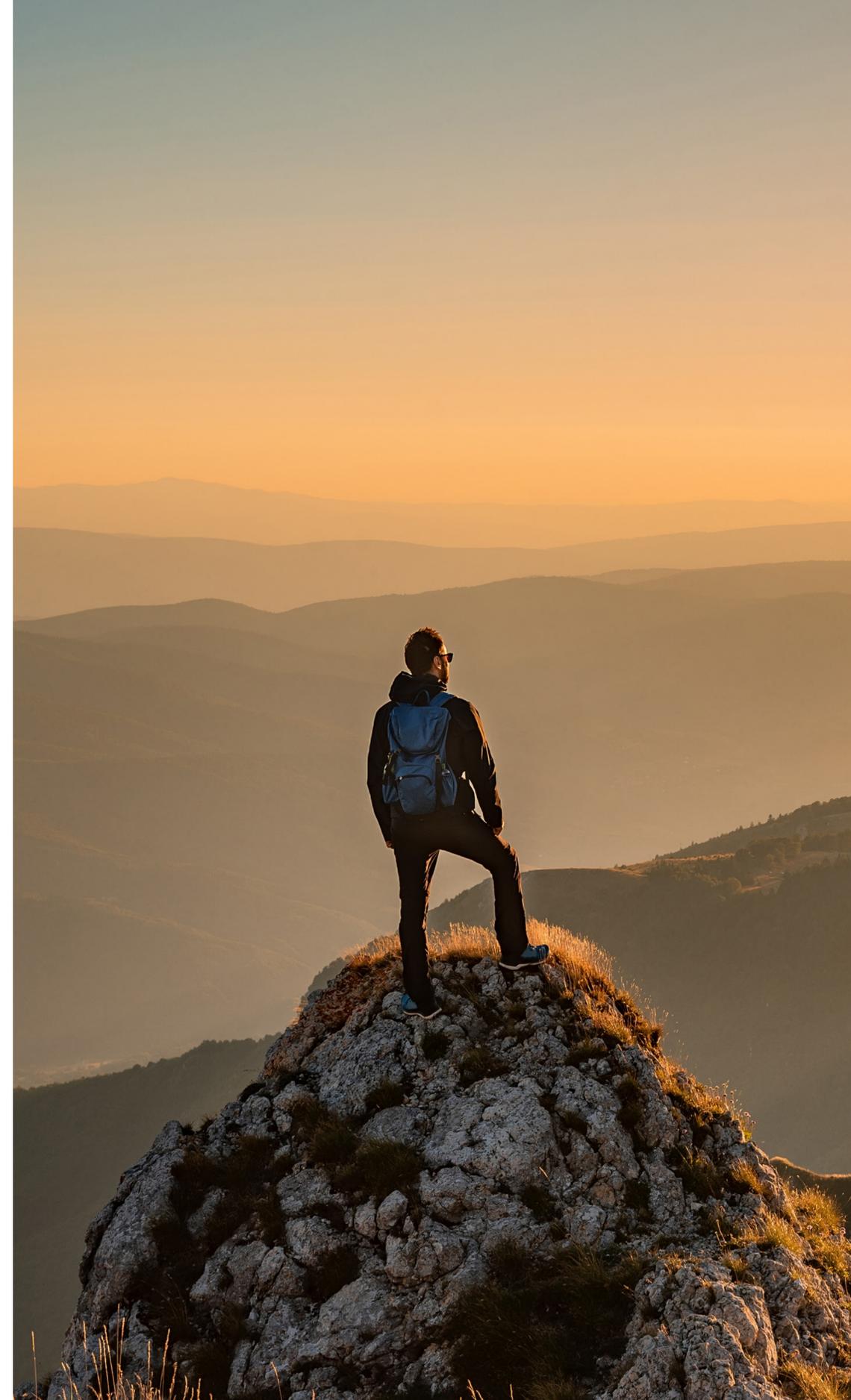
Learn how to tackle conduct issues and navigate your company's disciplinary process and avoid common issues that could put your business at risk of facing an Employment Tribunal. We use case studies to bring tricky problems to life and give you the confidence to manage this area effectively.

## Conducting Investigations

Using real life case studies, our training will take you through the steps involved in carrying out an effective and fair disciplinary and grievance investigation.

## Dealing with Grievances

Our practical toolset will help you avoid grievances, and effectively deal with them when they do occur. We use a guided case study to demonstrate correct procedure, practical skills and common issues.



# Managing People

## Absences and Capability

Absence is an unavoidable element of working life and an issue all managers must deal with.

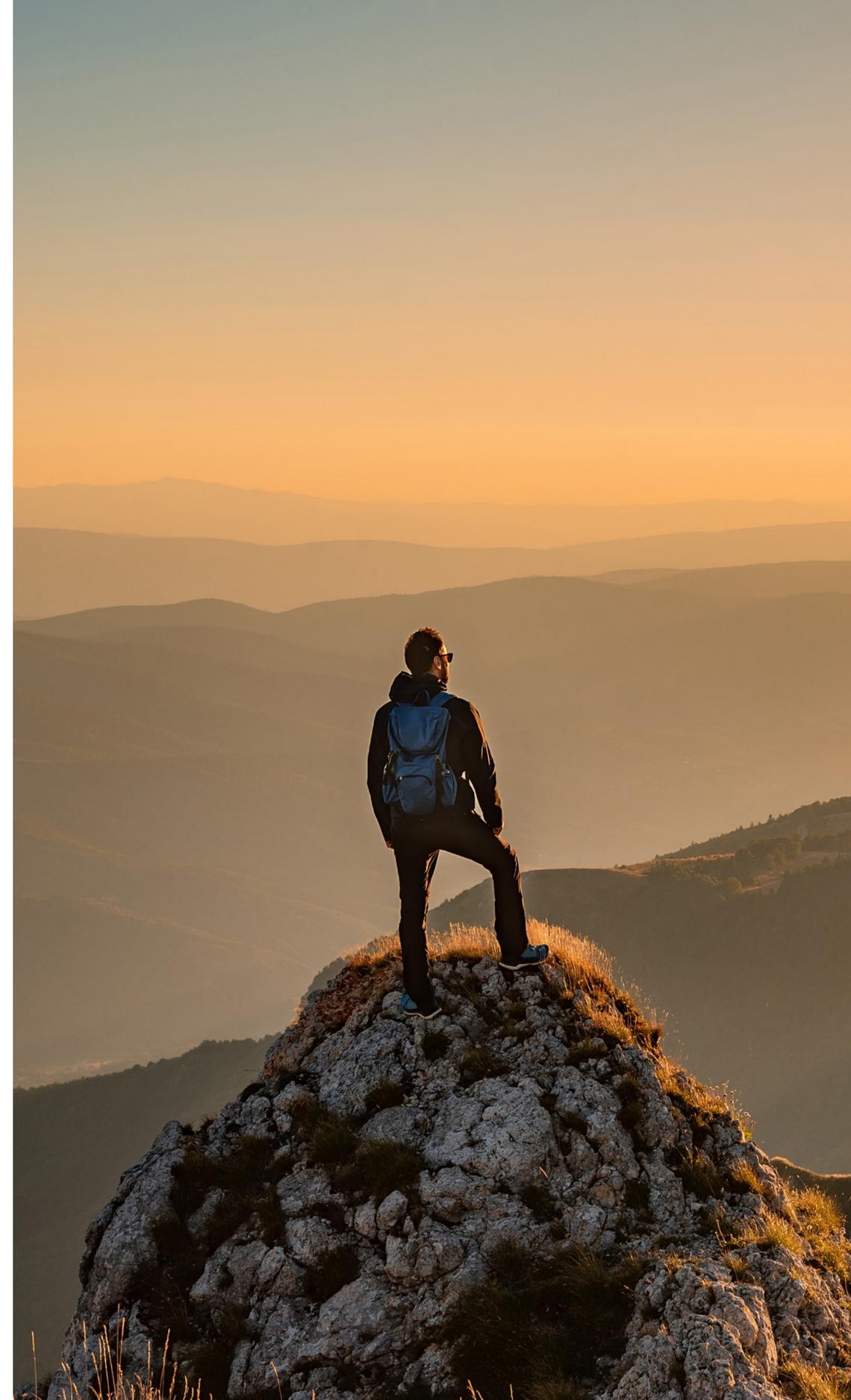
Workshop a range of absence problems including the different considerations when handling short-term and long-term absences. Looking at the range of issues a manager may expect to face when dealing with day to day and long term absences, our training will provide you with a framework to manage these issues effectively.

## Managing Performance

A practical guide to the policies and processes you need to formally manage under-performance in a fair way. This course will provide you with the tools you need to support effective performance management.

## Mediation

A course looking at how to implement and best use mediation with workforce disputes, led by qualified mediators.



# Equality, Diversity and Inclusion

## Equality, Diversity & Inclusion

Building a diverse and inclusive workplace can benefit your business by making it a more pleasant place to work and avoid the types of discrimination prohibited by the Equality Act 2010. Our training will help you build out a practical framework to benefit a positive working environment and reduce the risk of discrimination claims.

## Unconscious Bias

Unconscious bias can reduce effective decision-making and cause unfair treatment of others. Increase awareness of different types of unconscious bias, learn how they impact decisions and increase risk in the workplace, and how to address it.

## Sexual Harassment

Sexual harassment and third-party duties are an evolving area of law, with heavy repercussions for getting it wrong. Learn the reasonable steps required to protect your people and your organisation.



# Risk Management

## Recruitment Success

Work through the different stages in the recruitment process from a legal and compliance perspective, including how to effectively test candidate suitability, avoiding discrimination, and what on-boarding measures are key to employee success.

## Getting Redundancy Right

Learn about the legal rules surrounding redundancies and re-structures and the techniques available for managing these processes lawfully and sensitively, to reduce business risk.

## TUPE

An overview of the TUPE legal framework including a study of the situations it applies to, the rights, obligations and risks of each party in a TUPE situation, and how to benefit efficiency and reduce risk in the TUPE process.



# Risk Management

## Understanding Off-Payroll Working - IR35

IR35 rules make businesses liable for determining the tax status of their contractors with the aim of discouraging 'disguised employment'. Our training will take you through the IR35 rules and who they apply to, employee status determination and tax implications, and support your business to address related risk. We can also revise contractor agreements, build a policy and compliance framework and train on how to use it.

## Whistleblowing and How to Manage It

Understand the range of disclosures protected under whistleblowing legislation, the rights available to employees who blow the whistle and how to apply your whistleblowing policy in practice.

## Employment Tribunals

An overview of the Tribunal process and key tips on how to best prepare to benefit a robust, successful defence of employee claims.

## Mock Employment Tribunal

Bringing the Employment Tribunal to life! Reality based and highly impactful, your employees will play key witness roles in our mock tribunal to increase employee claims awareness and how to avoid them.



# Immigration Law Training

## Right to Work checks

Our Right to Work training provides a comprehensive overview of all Right to Work checks an employer must undertake to remain compliant and protect themselves against employing illegal workers. Breaching Right to Work laws can result in significant financial penalties, criminal proceedings, reputational damage and impact your operational effectiveness. In an ever-changing area, our training ensures your organisation is up to date with the legal requirements.

## Sponsor Licence Holders: Management and Compliance training

If you hold a Sponsor Licence to sponsor workers in your organisation it is because you have decided it is essential for your organisation. Sponsor Licence holders are subject to significant and complex compliance duties and responsibilities, set out over 100s of pages of guidance. Failing to comply can result in losing your licence and all sponsored workers. The Home Office is revoking licences at record levels. Our training covers all core compliance duties and responsibilities you must follow and provides insights on the best management practices so you can utilise your licence to meet your staffing needs. In an ever-changing area of law, it is essential you keep up to date and compliant.



# Here's what our clients had to say...

## Head of HR

“  
When I identified the need for manager training for senior leaders in my new organisation, I engaged Musab to deliver a Managers' Bootcamp. Introducing someone to your business is always a risk but I'm pleased to say that I had nothing to worry about! The feedback from this training was positive and met the agreed objectives.”

## Director of Internal Audit and Risk Management

“  
Musab demonstrated an excellent knowledge of the subject and provided a great service. He was very professional and easy to work with and met all of our deadlines and deliverables. Feedback received from the training event was excellent, he made what could have been a dry technical session extremely engaging and enjoyable.”

## Delegate

“  
I really enjoyed this session and the trainer had a great, relaxed and informal approach. I liked the way he used plenty of real-life examples from his own experience to bring impact to the points discussed. The result was that I found it a very interesting and useful session in my role as both manager and employee.”

## Head of Finance and IT

“  
Just wanted to say thank you for the session on Wednesday at Center Parcs - you might be surprised to learn I wasn't particularly looking forward to a full day on ED&I/Harassment training but you made it highly engaging through your personality and presentation style. The examples you talked through really brought it to life and I found it fascinating.”

# Get in touch

We have offices in Edinburgh, Glasgow, Haddington & The Nothern Isles.

If you're interested in any of the training courses mentioned in this brochure, we'd be delighted to hear from you.

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