

Employment Law Essentials for the Small Business



"I need to reduce my workforce. Where on earth do I start?"

"Do I need to bother with contracts of employment?"

"I've got a big problem with an employee and I want to take action. Can I just sack them?"

"A member of staff has just told me she's pregnant. What is she entitled to and what are my obligations?"

"An employee has requested to work flexibly but I'm not sure it suits my business. How do I handle it?"

If you're new to employing people, are new to a career HR, or simply need a refresher, this half day workshop aims to give you the answers to the above questions and more. Topic areas include:

- Family friendly (maternity, paternity & flexible working)
- Redundancy
- Contracts of employment
- Changing terms and conditions
- Managing discipline & grievance

Date: Wednesday 5 August 2009

Time: 9.30am – 2.00pm

Venue: Burraton House, Poundbury, Dorchester

Cost: £90 per delegate to include comprehensive course materials, lunch, refreshments & 2 weeks post workshop telephone advice.

E-mail us now at info@peoplemeanbusiness.com to reserve your place. As places are limited to allow delegates to get the most from the workshop, your reservation will be held for 7 days, pending receipt of payment.

WORKSHOP BOOKING FORM



Workshop: Employment Law Essentials for the Small Business

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I wish to reserve place(s) on the above workshop at £ per delegate.

I enclose a cheque payable to ***“People Mean Business”*** for £

First Name	Surname	Job Title (if applicable)

Company Name:	
Number of Employees:	
Address:	
Postcode:	
Telephone:	
E-mail:	

Please return this booking form with your cheque to:

People Mean Business
20 Diggory Crescent
Dorchester
Dorset DT1 2SP

A receipt will be sent to you with your confirmation of booking.