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Unit 14  
 Batley Enterprise Centre  
 513 Bradford Road  
 Batley  
 WF17 8LL

Tel 01924 428033  
 Fax 01924 440906  
 Email [admin@pers.org.uk](mailto:admin@pers.org.uk)  
[www.pers.org.uk](http://www.pers.org.uk)

Registered charity no. 1097401  
 Company no. 201619

## PERS Training Programme 2012

### Training by experts on employment law and staff management

We offer a variety of practical, participative workshops aimed at people employing staff, especially in voluntary sector organisations. We can also provide ‘tailor-made’ training courses.

All our workshops are designed and delivered by members of our team who have around 40 years combined experience of advising on employment rights and of management in the voluntary sector. Our events draw on our extensive range of advice calls from employers plus our in depth knowledge of employment law and best practice. We illustrate theory and best practice with up-to-date realistic examples. Courses are supported with a comprehensive range of literature.

The package will help you to deal with day to day workplace issues more effectively and aid longer term planning for your organisation. Please contact Anne Gilchrist ([anne@pers.org.uk](mailto:anne@pers.org.uk) or [admin@pers.org.uk](mailto:admin@pers.org.uk) ) for further details.

## Courses 2012

Course	Location	Date
Performance Management	Leeds	18 <sup>th</sup> January
Absence Management	Bradford	19 <sup>th</sup> January
Data Protection	Bradford	24 <sup>th</sup> January
Managing Conflict	Bradford	14 <sup>th</sup> February
Equality and Diversity	Leeds	13 <sup>th</sup> March
Ending the Employment Contract	Bradford	25 <sup>th</sup> April
Basic Employment Rights	Wakefield	22 <sup>nd</sup> May
Employment Law Update	Wakefield	22 <sup>nd</sup> May
HR policies, contracts and variations	Leeds	13 <sup>th</sup> June

## Costs

Many courses this year are sponsored by the Big Lottery and are **free**. Others attract a buy one get one free deal! See below and course details for further information.

	Voluntary Sector	Statutory Sector	Private Sector
Half Day	£50	£60	£70
Full Day	£75	£85	£95

*Free places available to a limited number of individuals from WY VSC organisations with a turnover of under £150k - contact [admin@pers.org.uk](mailto:admin@pers.org.uk) to request this.*

**Buy one, get one Free!**  
(Volunteer or Trustee only)  
Offer applicable on first booked and first served basis.

## Details - all full day 10 - 4 pm unless stated

<p style="text-align: center;"><b>Performance Management</b> including supervision and appraisal</p> <p>Performance <b>falling below expectations</b> affects all staff and organisational efficiency. In this course we examine ways to address this. We also look at ways to motivate, supervise and support staff through supervision and appraisal. Finally we examine and discuss types of appraisal systems.</p>	<p>18<sup>th</sup> January St Georges Centre, Great George Street, Leeds LS1</p> <p>Prices as above</p>
<p style="text-align: center;"><b>Absence Management</b></p> <p>Sickness absence is a major cost to all organisations and the “Statement for Fitness for Work” or “Fit Note”, has been designed to address this. Find out how information from an employee’s GP can help you support staff and <b>facilitate an earlier return to work</b>. We also explore reasons for employee absence and look at methods to deal with that in a sensitive and fair way while at the same time minimising disruption, supporting staff and keeping within the law.</p>	<p>19<sup>th</sup> January Bradford CVS, Bradford</p> <p>Half day course: 10.00 - 13.00 hrs</p> <p>Booking: <a href="mailto:diane@bradfordcvs.org.uk">diane@bradfordcvs.org.uk</a></p> <p>Fees: on application</p>
<p style="text-align: center;"><b>Data Protection and Confidentiality</b> Who should know what and when?</p> <p>Participants will be able to <b>list and understand</b> the 8 principles of the Data Protection Act, <b>apply</b> rules relating to sensitive information, <b>be aware of</b> the areas of particular concern in employment and <b>know</b> the data protection rights of service users. Case studies and class discussion will try to find solutions where employers’ duties of confidentiality, and other responsibilities, seem to be in conflict.</p>	<p>24<sup>th</sup> January Bradford CVS, Bradford</p> <p>Half day course: 10.00 - 13.00 hrs</p> <p>Booking: <a href="mailto:diane@bradfordcvs.org.uk">diane@bradfordcvs.org.uk</a></p> <p>Fees: on application</p>
<p style="text-align: center;"><b>Managing Conflict</b> including discipline, grievance and mediation</p> <p>When conflict arises an organisation has to manage its employees to maintain effectiveness. In doing so it has to act lawfully and fairly. This workshop shows you how to use a <b>fair, structured approach</b> as detailed in grievance and disciplinary procedures when dealing with conflict and introduces mediation as a dispute resolution method.</p> <p><b>Note</b> there will be a £10 admin charge for non-attendance</p>	<p>14<sup>th</sup> February Bradford CVS, Bradford</p> <p>Half day course: 10.00 - 13.00 hrs</p> <p>This course is funded by Bradford MDC so we can offer it free to VCS orgs in Bradford. Two places per organisation only. Others £50.</p>

<p style="text-align: center;"><b>Equality Act</b> <b>Avoiding discrimination and promoting diversity</b></p> <p>The Equality Act 2010 brought together all previous discrimination legislation and introduced some new aspects, thus making it the most important piece of employment legislation for decades. Attending this course will give you the knowledge and skills to fairly address equality issues in your workplace. We also look at ways to actively promote diversity.</p>	<p><b>13<sup>th</sup> March</b> <b>St Georges Centre,</b> <b>Great George Street,</b> <b>Leeds LS1</b></p> <p>Fees as above</p>
<p style="text-align: center;"><b>Ending the Employment Contract</b></p> <p>To maintain effectiveness an organisation has to manage its employees. Occasionally that may mean ending the employment relationship, whether by mutual agreement or compulsion. This workshop shows you how to deal effectively with misconduct and incapability and other legal reasons for terminating contracts such as redundancy. Finally it dispels some myths surrounding employment law and explains concepts such as ‘constructive’ and ‘unfair’ dismissal.</p>	<p><b>25<sup>th</sup> April</b> <b>Bradford CVS, Bradford</b></p> <p>This course is funded by Big Lottery so we can offer it <b>free</b> to West Yorkshire voluntary sector organisations. It would normally be £75. Two places per organisation only.</p> <p><b>Note</b> there will be a £10 admin charge for non-attendance.</p>
<p style="text-align: center;"><b>Basic Employment Rights</b></p> <p>A highly interactive course that introduces basic employee rights and employer’s responsibilities that are conferred by law and contract. This course is ideal for new employers and those seeking a refresher prior to attending the afternoon session.</p>	<p><b>22<sup>nd</sup> May</b> <b>Fit4Funding, Wakefield</b></p> <p>Half day course: 10 - 13.00 hrs</p> <p>All West Yorks VCS £50, others on application. Bursaries available.</p>
<p style="text-align: center;"><b>Employment Law Update</b></p> <p>We bring you right up to date with all the recent changes in employment legislation and advise how to amend your policies and procedures.</p>	<p><b>22<sup>nd</sup> May</b> <b>Fit4Funding, Wakefield</b></p> <p>Half day course: 13.30 - 16.00 hrs</p> <p>This course is funded by Big Lottery so we can offer it <b>free</b> to West Yorks voluntary sector organisations. It would normally be £50. Two places per organisation only.</p> <p><b>Note</b> there will be a £10 admin charge for non-attendance.</p>
<p style="text-align: center;"><b>HR policies, contracts and variations</b></p> <p>We list mandatory terms for including in a contract and advise on preferential ones that go towards making you an employer of choice. We also look at varying those terms. Policies form part of the ‘contract’. Which ones an organisation should have, why and the important principles behind them are discussed. Also we look at a ‘health check’ for your organisation using pre completed forms.</p>	<p><b>13<sup>th</sup> Jun</b></p> <p><b>St Georges Centre,</b> <b>Great George Street</b> <b>Leeds LS1</b></p> <p>Fees as above.</p>



## BOOKING FORM 2010/11

Please book me a place (s) on the following training course (s):

Name (s)				
Organisation				
Address				
Telephone / Fax		email		
Course	Venue	Date	Number of places	Cost/ deposit
Performance Management	Leeds	18 <sup>th</sup> Jan		
Managing Conflict	Bradford	14 <sup>th</sup> Feb		
Equality and Diversity	Leeds	13 <sup>th</sup> March		
Ending the Employment Contract	Bradford	25 <sup>th</sup> April		
Basic Employment Rights	Wakefield	22 <sup>nd</sup> May		
Employment Law Update	Wakefield	22 <sup>nd</sup> May		
HR Policies, Contracts and Variations	Leeds	13 <sup>th</sup> June		
<b>TOTAL</b>				

Please enclose payment with your booking. Please make cheques payable to 'Pay and Employment Rights Service (Yorkshire) Ltd'.

### Cancellation Policy

Cancellations must be received in writing at least 14 days prior to the date of the course. We reserve the right to charge an administration fee of 20% for cancellations. Cancellations made 7 to 14 days prior to the course date will be charged 50%, those made with less than 7 days notice will be charged 100%. If it is a free course there will be £10 admin fee for cancellation 14 days or less from the course date and/ or for non attendance.

I have read and agree to the terms set out in the cancellation policy

**Signed**

Please return this form to: PERS, Batley Enterprise Centre, 513 Bradford Road, Batley. WF17 8LL. Fax 01924 440906 Tel 01924 428033 Email [admin@pers.org.uk](mailto:admin@pers.org.uk)

Pay & Employment Rights Service (Yorkshire) Ltd is a company registered in England (number 2201619) and a Registered Charity (number 1097401)

How did you hear about us?

Word of mouth	<input type="checkbox"/>	Email	<input type="checkbox"/>
Website	<input type="checkbox"/>	Post	<input type="checkbox"/>
Newsletter	<input type="checkbox"/>	Other	<input type="checkbox"/> .....

We may contact you with details of other courses that may be of interest.

If you do not want us to do so, please tick box.



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**The National Lottery**<sup>®</sup>  
 through the Big Lottery Fund

