



## CHANGE MANAGEMENT IN THE THIRD SECTOR

Change can be difficult to manage in a large or small third sector organisation and with the abolition of Employment Tribunal fees, it is now more important than ever to get internal HR processes right. We are likely to see a sharp increase in the number of claims issued against employers and organisations in the third sector, so you must ensure that you are equipped to deal with change in an effective way.

Do your managers have the tools to manage processes such as redundancy, restructure or TUPE; whilst reducing the risk of a claim?

Successful organisations know how to effectively communicate change as getting it wrong can be costly. Having managers who are able to effectively handle redundancy, restructure or TUPE issues is therefore crucial for all organisations.

### WHO SHOULD ATTEND

This workshop has been designed for new managers with people and change management responsibilities. It will also suit those who have some experience of managing change but who have not had any formal training, or would benefit from a refresher programme. It is an overview of key areas of change management and will be delivered by an experienced and qualified Associate HR Consultant or Employment Law Adviser.

**Those seeking more detailed insight into each of these areas would benefit from attending a specific course on each topic.**

### LEARNING OUTCOMES

- Knowledge of key aspects of Employment Law
- An understanding of your role and responsibilities as an employer / manager
- Effective tools and processes for managing change processes
- Effective use of employment procedures
- Knowledge of how to prevent issues from arising

### BENEFITS TO YOUR ORGANISATION

- Increased confidence in dealing with redundancy, restructure, TUPE and getting communication right
- Practical tips and guidance regarding redundancy, restructure, TUPE
- Ensuring compliance with Employment Law requirements
- Improved risk management

### COURSE CONTENT

#### Effective Communication

An effective approach to communication and consultation should be cohesive and strategic, based on a culture of trust and openness. Open and transparent dialogue between employers and employees supports the ways in which employees feel valued by their employer, and how the employer values (and is seen to value) the employee's contribution, particularly during periods of major change. In this section we cover:

- Communication planning
- Methods of communication
- Tailoring communications
- Roles & responsibilities in communication

## TUPE

With recent changes in legislation, this workshop will look at the impact of the Transfer of Undertaking (Transfer of Employment) Regulations from a practical perspective and will consider:

- What constitutes a transfer for the purposes of TUPE, with particular emphasis on service provision changes
- The potential impact of recent cases in relation to assignment and fragmentation of contracts as well as a change in the underlying client
- Key legal obligations in relation to TUPE, including information and consultation, election of representatives and due diligence
- Varying terms and conditions pre and post transfer
- Dealing with objections and material detriment issues
- Understanding legal liabilities

## Redundancy/ Restructure

This practical course aims to equip managers with the knowledge required to deal with redundancy and restructuring exercises and will include:

- Recognising when a redundancy situation exists
- Identifying which roles are stand alone and which require pooling of employees.
- Understanding redundancy selection criteria
- Managing the process
- Dealing with complex circumstances including pregnant employees, women on maternity leave, disabled employees and those on fixed term contracts
- Calculating financial packages, including statutory redundancy pay, notice pay and contractual benefits on termination
- Understanding the appeals process
- Identifying if suitable alternative work applies
- Considering alternatives to redundancies
- Varying terms and conditions
- Understanding legal liabilities

**(Please Note - this course does not deal with collective redundancies)**

## COURSE DURATION / TIMINGS

- 1 day workshop
- 9.30am to 4.30pm