“DOWNSIZING, RIGHTSIZING, DECRUITING”

*Call it what you like, it’s still “redundancy”.*

*Equip yourself with the management skills and legal knowledge to manage the process.*

Whilst redundancies are undoubtedly distressing for those selected, the impact on those having to conduct the process is often overlooked. This is a practical course which aims to equip managers and owners of businesses with the competence to deal with redundancy and restructuring exercises and reduce the risk to the organisation of expensive litigation.

**WHO SHOULD ATTEND?**

This course would be beneficial to business owners, directors, line managers and HR managers.

**LEARNING OUTCOMES**

- Knowledge of key Employment Law issues relating to redundancies
- Understanding the roles and responsibilities of the employer / manager in the redundancy process
- Confidence in managing the redundancy process
- Ability to recognise when collective consultation is required
- Knowledge of how to deal with trade union involvement
- Skills to undertake effective scoring techniques

**BENEFITS OF ATTENDING**

- Increased confidence in dealing with redundancies and restructuring exercises
- Practical tips and guidance regarding the redundancy process
- Ensuring compliance with Employment Law requirements
- Improved risk management in potentially highly litigious areas such as dismissal and discrimination

**COURSE CONTENT**

- Recognising when a redundancy situation exists – legal definitions and case law
- What to do if TUPE applies
- Identifying which roles are stand alone and which require pooling of employees
- The importance of consultation – and how long it should take
- Following a procedure which suits the business, including interview by assessment and redundancy selection criteria
- Identifying the correct pool for redundancy selection purposes
- Dealing with collective redundancies, including:
  - Who to consult with and when
  - Electing employee representatives
  - Completing required paperwork, including the HR1 form
  - How to consult with the representatives
- How to deal with difficult 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
- The role of appeals
- Identifying if suitable alternative work applies

For more information please visit elliswhittam.com/training
REDUNDANCY & RESTRUCTURING course outline

COURSE DURATION / TIMINGS
1 day workshop
9.30am to 4.30pm

COST
£170 per delegate for existing EW clients
£190 per delegate for non-clients

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