

# FACT3™

## The Academy.



## The Employment Journey

### Course Details

TRAIN, RETAIN AND DEVELOP | PEOPLE TRAINING DEDICATED TO SMEs

# COURSE OVERVIEW

---

This course is designed for anyone who supervises or manages people or with an interest in HR. It takes delegates through the Employment Journey from Entrance to Exit and Everything in-between, covering off essential employee rights and HR touch points.

Updated with current Employment Law Changes - A perfect refresher for anyone with People responsibilities.

## BUSINESS BENEFIT

---

Management knowledge will be gained from the Employment Journey, giving them the essential tools to manage people and steer them away from disputes and costly claims.

## EMPLOYEE BENEFIT

---

How to implement them in the day to day management of their People - The natural outputs are:

- Improved confidence dealing with issues
- Ability to answer questions/queries from their employees
- Knowing when to report up to avoid disputes and costly claims.

# COURSE CONTENT

---

- The Recruitment & Selection Process - Applicants rights & pre-employment discrimination
- Entrance - Employment status, Contracts, Day 1 Rights, Induction & Probationary Periods
- In between: An insight into the gaining of rights and entitlements within the first 2 years.
- An overview into Disciplinary, Capability and Grievance Procedure
- Exit- Dealing with Resignations, Dismissals, Leave Pay and having a Protected Conversation.
- Avoiding Claims- Discover the true cost of getting it wrong and steps to avoid costly claims.

# FORMAT, PRICE & BOOKING

## DATES

---

24th & 25th Feb - [Online](#)

13th & 14th April - [Online](#)

29th & 30th June - [Online](#)

## COURSE FORMAT

---

### Online - 2 x 1/2 day sessions

- Live interactive training facilitated by a Fact3 Academy trainer via Zoom.
- Break out rooms and interactive exercises to bring Learning to Life.
- Small groups up to 10 delegates.

### In Person - 1 day course

- Training can be delivered at your premises or off-site at our unique training suite.

## PRICE

---

### Per Person:

£175 + VAT

**20% Group discount for 5 or more people**

[Book now](#)