

Free Employment Law Training to Help Protect and Strengthen your Business

All Peninsula's clients are invited to attend our FREE, practical and interactive one day training courses, providing a foundation in basic elements of employment law. The courses are designed to enable participants to handle common employment issues that may arise, in a professional and positive manner.

The courses will aid delegates to recognise potential problems at an early stage so that they can utilise Peninsula's 24 Hour Advice Service to their best advantage, avoiding costly fines and awards of compensation.

Delivered by qualified trainers with practical experience of managing real life employment issues, our training is continually kept up-to-date with changes in legislation, case law and best practice. These sessions provide delegates with a comprehensive understanding of how to comply with employment law requirements.

As places are limited we encourage early booking to avoid disappointment. If you wish to attend one of these free training courses, please complete the attached booking form and email training@peninsula-uk.com. For general training queries please telephone 0161 834 2773 ext 2021.

Please have the following details available:

- Delegate name
- Client Account Number
- Contact number
- E-mail address
- Date and area of chosen training session

Training Schedule July – Sept 2010

SCOTLAND		
Edinburgh	Absenteeism & Family Friendly Rights	14 th July 2010
	Handling Discipline – The Process	5 th August 2010
	Basic Employment Practice	2 nd September 2010
Glasgow	Handling Discipline – The Process	7 th July 2010
	Basic Employment Practice	4 th August 2010
	Recruitment & Selection	21 st September 2010
Dundee	Performance Management & Appraisals	21 st July 2010
	Absenteeism & Family Friendly Rights	11 th August 2010
	Handling Discipline – The Process	31 st August 2010
	Basic Employment Practice	29 th September 2010
Inverness	Grievance	28 th July 2010
	Harassment, Bullying & Equal Opportunities	15 th September 2010
Aberdeen	Harassment, Bullying & Equal Opportunities	18 th August 2010
Ayr	Appraisal (AM) Contract of Employment (PM)	15 th July 2010
	Performance Management and Appraisals	12 th August 2010
	Absenteeism & Family Friendly Rights	7 th September 2010
Perth	Recruitment & Selection	27 th July 2010
	Grievance	25 th August 2010
	Appraisal (AM) Contracts of Employment (PM)	16 th September 2010

NORTHERN ENGLAND		
Carlisle	Basic Employment Practice	6 th July 2010
	Appraisal (AM) Contracts of Employment (PM)	24 th August 2010
	Grievance	23 rd September 2010
Manchester	Handling Discipline	8 th July 2010
	Basic Employment Practice	28 th July 2010
	Equal Opportunities	29 th July 2010
	Basic Employment Practice	10 th August 2010
	Performance Management	12 th August 2010
	Basic Employment Practice	26 th August 2010
	Basic Employment Practice	7 th September 2010
	Basic Employment Practice	15 th September 2010
	Handling Discipline	24 th September 2010
	Equal Opportunities	30 th September 2010
Chester	Basic Employment Practice	14 th July 2010
	Basic Employment Practice	18 th August 2010
	Handling Discipline	19 th August 2010
	Basic Employment Practice	16 th September 2010
	Performance Management	17 th September 2010
Hull	Basic Employment Practice	28 th July 2010
	Recruitment, Contracts & Equal Opportunities	7 th September 2010
Leeds	Basic Employment Practice	15 th July 2010
	TUPE/Redundancy (AM only)	24 th August 2010
	Appraisals	30 th September 2010

Newcastle	Harassment, Bullying & Equal Opportunities	22 nd July 2010
	Recruitment & Selection	17 th August 2010
	Performance Management & Appraisals	8 th September 2010
Sheffield	Basic Employment Practice	20 th July 2010
	Contract of Employment- Family Friendly Rights	1 st September 2010
York	Equal Opportunities inc Bullying and Harassment	22 nd July 2010
	Basic Employment Practice	2 nd September 2010

WALES		
Cardiff	Basic Employment Practice	24 th August 2010
Llandudno	Basic Employment Practice	20 th July 2010
	Equal Opportunities	21 st July 2010
	Basic Employment Practice	1 st September 2010
	Handling Discipline	2 nd September 2010
Swansea	Absenteeism & Appraisals	21 st September 2010

MIDLANDS & EAST ANGLIA		
Birmingham	Basic Employment Practice	6 th August 2010
	Recruitment, Contracts & Equal Opportunities	30 th September 2010
Cambridge	Handling Discipline – The Process	4 th August 2010
	Absenteeism	26 th August 2010
	Basic Employment Practice	9 th September 2010
Gloucester	Discipline, Capability & Family Friendly Rights	20 th August 2010
Hinckley	Basic Employment Practice	6 th July 2010
	Absenteeism & Family Friendly Rights	17 th August 2010
	Basic Employment Practice	29 th September 2010
Ipswich	TUPE/Redundancy (AM Only)	27 th July 2010
	Basic Employment Practice	11 th August 2010
	Contracts of Employment/Family Friendly Rights	8 th September 2010
	Recruitment and Selection	14 th September 2010
Milton Keynes	Discipline, Capability & Family Friendly Rights	13 th July 2010
	Basic Employment Practice	19 th August 2010
Northampton	Basic Employment Practice	3 rd August 2010
	Appraisals	22 nd September 2010
Norwich	Basic Employment Practice	12 th August 2010
	TUPE/Redundancy (AM Only)	17 th August 2010
	Equal Opportunities inc Bullying and Harassment	23 rd September 2010
Nottingham	Performance Management	1 st July 2010
	Basic Employment Practice	10 th August 2010
	Absenteeism (AM Only)	24 th September 2010
Stoke	Recruitment, Contracts & Equal Opportunities	5 th August 2010
Telford	Appraisals & Absenteeism	16 th September 2010
Worcester	Basic Employment Practice	19 th August 2010
Walsall	Discipline, Capability & Family Friendly Rights	6 th July 2010

SOUTH & SOUTHWEST		
Basingstoke	Recruitment, Contracts & Equal Opportunities	21 st July 2010
Brighton	Handling Discipline – The Process	7 th July 2010
	Performance Management	11 th August 2010
	Basic Employment Practice	22 nd September 2010

Bristol	Basic Employment Practice	7 th July 2010
Chelmsford	Performance Management	22 nd July 2010
	Handling Discipline – The Process	25 th August 2010
	Contracts of Employment (AM ONLY)	30 th September 2010
	Family Friendly Rights (PM ONLY)	30 th September 2010
Croydon	Absenteeism (AM Only)	1 st July 2010
	Basic Employment Practice	3 rd August 2010
	Performance Management	8 th September 2010
Falmouth	Recruitment, Contracts & Equal Opportunities	11 th August 2010
Guildford	Discipline, Capability & Family Friendly Rights	28 th July 2010
Harlow	Absenteeism (AM ONLY)	15 th July 2010
	Contracts of Employment (PM ONLY)	15 th July 2010
	Basic Employment Practice	18 th August 2010
	Handling Discipline – The Process	27 th September 2010
Harrow	Basic Employment Practice	27 th July 2010
Hornchurch	Basic Employment Practice	5 th August 2010
	Equal Opportunities inc Bullying and Harassment	24 th August 2010
Marble Arch	Basic Employment Practice	6 th July 2010
	Handling Discipline – The Process	21 st July 2010
	Equal Opportunities inc Bullying and Harassment	18 th August 2010
	TUPE/Redundancy (AM Only)	16 th September 2010
Oxford	Recruitment, Contracts & Equal Opportunities	25 th August 2010
	Basic Employment Practice	29 th September 2010
Exeter	Basic Employment Practice	10 th August 2010
Peterborough	Basic Employment Practice	28 th July 2010
Poole	Basic Employment Practice	2 nd September 2010
Plymouth	Discipline, Capability & Family Friendly Rights	1 st September 2010
Reading	Basic Employment Practice	16 th July 2010
Swindon	Basic Employment Practice	22 nd September 2010
Southampton	Recruitment, Contracts & Equal Opportunities	15 th July 2010
Taunton	Recruitment, Contracts & Equal Opportunities	17 th September 2010
Watford	Basic Employment Practice	7 th July 2010
	Equal Opportunities inc Bullying and Harassment	6 th August 2010
	Handling Discipline – The Process	21 st September 2010
West Malling	Handling Discipline – The Process	14 th July 2010
	Contracts of Employment (AM ONLY)	17 th August 2010
	Family Friendly Rights (PM ONLY)	17 th August 2010
	Performance Management	23 rd September 2010
Isle of Wight	Basic Employment Practice	20 th July 2010

To enquire or to book onto any Northern Ireland courses please contact 0161 819 4657 or email a booking form to training@peninsula-ie.com

NORTHERN IRELAND		
Armagh	Managing Redundancy	29 th July 2010
	Basic Employment Practice	19 th August 2010
Portrush	Basic Employment Practice	23 rd September 2010



BOOKING FORM

Client Account Code: _____

Client Company Name: _____

Main Contact Name: _____

Max of 5 delegates per client per course.

If hand written please complete in BLOCK CAPITALS

DATE	LOCATION	NAMES OF DELEGATES	CONTACT NO & EMAIL ADDRESS

Please return this form to the Employment Services Training Team:

Email: training@peninsula-UK.com [For courses in Great Britain]

training@peninsula-IE.com [For courses in Northern Ireland]

Post to: *Peninsula Business Services Limited.*
Riverside. New Bailey Street. Manchester. M3 5PB

Fax: 0870 191 3965

Individual invitations will be despatched to reach attendees around two to four weeks prior to the session dates. The times of the session and the venue will be included, as will directions and location map where possible. **Please ensure you do provide us with your email address and your telephone number.**