

Building a Better Business Workshop



Employment Law

Thursday 17th June 2010

New Cavendish Club, 44 Great Cumberland Place, London, W1H 7BS

Workshop presenter: Wosiela Bobie

In the current economic climate, it is natural for employers to be primarily focused on how to get the most out of their staff by complying with current changes in employment law and reviewing its impact on their organisations.

As an increasingly significant number of domiciliary care organisations are currently requesting employment law updates and seeking information on best practice solutions. This workshop will be specifically tailored towards challenging topics, including Working Time Regulations, maternity and paternity leave, establishing terms and conditions of employment, amending contracts of employment, lone working and data protection.

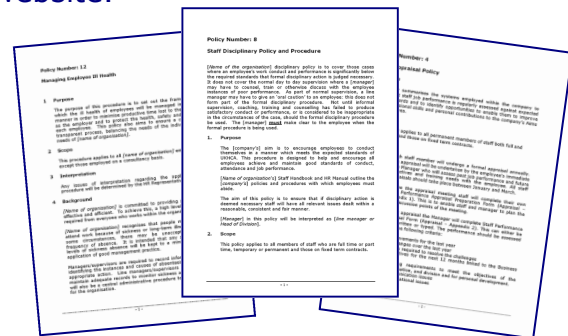
Delegates attending these workshops will have an exclusive opportunity to update their knowledge and skills on current HR practice issues and the laws relating to them.

The day is delivered by a Human Resource expert with practical, hands-on experience

of employment law and how to implement best practice. These workshops are a unique opportunity to receive practical advice on specific topics to ensure that your organisation is up-to-date with the latest employment law guidance.

Wosiela Bobie is UKHCA's Human Resource Manager and has had significant experience in dealing with human resource issues.

Wosiela writes regularly for UKHCA's Homecarer and has written many of the human resource publications for the website.



A selection of relevant policies will be made available at this workshop.

Workshop price

UKHCA Members £85+vat (£99.88): Non-members £150+vat (£176.25)

In addition to our range of services, UKHCA's member organisations enjoy substantial discounts on conference fees and publications. For more information visit: www.ukhca.co.uk/joining.aspx.

Aims of the workshop

To explain and explore the latest developments and trends in best practice, legislation and case law relating to various topics. Delegates will also cover how to effectively manage situations they encounter and consider the wide range of legislation affecting them.

Objectives

To learn how to implement the law and incorporate best practice into your company policy.

Learning outcomes

Using case studies delegates will be able to identify trigger points of when to take action, and what minimum standards to follow in order to achieve effective human resource management.

Delegates will be suitably prepared to manage people and ensure they are carrying out the right practices.

Workshop programme

09:00 **Registration and refreshments**

09.45 The morning session will cover:

- The Working Time Regulations
- Sleep in; live in and on call duties
- Terms and conditions of employment
- Contracts of employment

Refreshments will be served during the morning session

13:00 **Lunch—a valuable opportunity to network over lunch**

13.45 The afternoon session will cover:

- Maternity and paternity leave
- Data protection
- Lone working

There will be an opportunity to discuss any specific organisational issues relating to employment law.

Refreshments will be served during the afternoon session

16:00 **Close of workshop**

The programme may be subject to change without notification

Who should attend?

The workshops are the definitive event for all senior managers, line managers and supervisors involved in people management and employment law issues. Delegates may also be involved in writing company human resource policies and procedures.

UKHCA Resource Packs

Below are some of the training resources available from UKHCA. To view further resources please go to www.ukhca.co.uk/productlist.aspx.

Caring for People with Dementia: A Training Guide for Domiciliary Care Workers

This training guide has been written using the principles within the Skills for Care Knowledge Set for dementia. The training guide contains information about the different types of dementia and how people with dementia can be supported at home. The training guide can be used as a management resource, as a self-directed learning tool or as a framework for an in-house training course.

Included in the pack is a training guide, a set of acetates, exercises, competency tests and some aide memoirs designed for care workers to take home as a reference.

A4 File 138pp. £40 (UKHCA members) £95 (non-members)



Infection Control Train the Trainer Programme

This training programme has been written specifically for domiciliary care staff, using the principles within the Skills for Care Knowledge Set for infection control. The programme is designed to help organisations raise awareness of the causes of infection, how it spreads and what can be done to prevent or reduce infection. The training guide has been designed to help you run your own in-house infection control training programme.

Included in the pack is a training guide, a set of acetates, exercises and a list of resources.

A4 File 80pp. £28.75 (UKHCA members) £53.75 (non-members)



Food Hygiene Train the Trainer Programme

This training programme has been written specifically for domiciliary care staff, using the food hygiene principles within the Skills for Care Knowledge Set for nutrition and well-being. The pack allows staff to be trained in-house in good hygiene techniques during food preparation, storage and cooking.

Included in the pack is a training guide, a set of acetates, exercises, a set of basic food hygiene test papers and a list of resources.

A4 File 147pp. £40 (UKHCA members) £95 (non-members)



Nutrition Resource Guide and Training Programme

This resource pack and training programme has been written specifically for domiciliary care staff, using the principles within the Skills for Care Knowledge Set for nutrition and well-being. The pack allows staff to be trained in-house in the principles of nutrition, menu planning and food preparation.

Included in the pack is resource guide, a training programme, exercises and handouts.

A4 File 168pp. £37.50 (UKHCA members) £85.00 (non-members)

