

What is the Workshop all about?

For many small businesses, the prospect of employing staff can seem like a huge mountain to climb; navigating through the myriad of best practice and employment law leaves many questioning if it is in deed, worth the effort. This workshop is aimed at:

- ◆ Business-owners who are growing their business and are thinking about taking on their first employee.
- ◆ Businesses/managers looking to update their knowledge and ensure that they are compliant in their employment practice.

It seeks to explode the myth that recruiting and employing staff is more trouble than it is worth and will provide delegates with an overview of the fundamentals of employment law and best practice.

What will be covered?

The workshop will take you through the 'employee lifecycle and will cover:

- ◆ Recruiting Staff ~ including; costs, documents, shortlisting and interviewing
- ◆ Employing Staff ~ including; employees v. workers v. self-employed, terms and conditions, pre-employment checks and legal requirements
- ◆ Policies and Procedures
- ◆ Relevant legislation ~ including; Equality Act, Working Time Regulations, Employment Rights, Data Protection Act
- ◆ Future scoping ~ what is coming up in the future...

What our delegates say...

"Excellent Workshop, I would happily recommend this to any employer. Nicely relaxed and well-presented" - NC

WHEN IS IT?

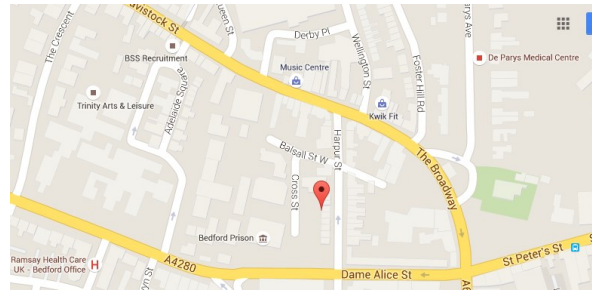
We have two dates running in 2016:

**Wednesday, 20th January 2016 or
Wednesday, 13th April 2016**

9 30 am ~ 1 00 pm; followed by a networking lunch

WHERE IS IT?

44 Harpur Street, Bedford, MK40 2QT



Nearest car park is Lurke Street NCP

How much will it cost?

The full cost of the workshop is **£175 plus VAT**; however take advantage of our 'Early Bird' rates and book by **17th December 2015** (for the January workshop) or **12th February 2016** (for the April workshop) and the cost will be **£125 plus VAT**.

Price includes:

- ◆ Workshop manual
- ◆ Networking Lunch and refreshments
- ◆ A FREE 1-hour consultation session back in your Organisation (**worth over £70**)

*This is one of a series of 4 workshops we are running in 2016; if you book onto 2 workshops, you will get a **15% discount**, 3 workshops you will get a **20% discount** and if you book onto all 4, you will get a **25% discount**.*



*So; you're thinking about hiring
or have just hired an
employee...*

... but what do you do now?

HR for Non-HR People...

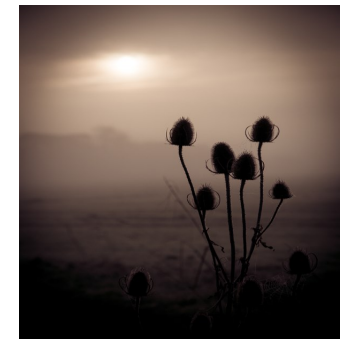


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An interactive and informative workshop for all sole traders, partnerships and small businesses who want to know what is involved in employing people...

BOOKING FORM

Name:

Company:

Position:

Address:

.....

.....

Postcode:

E-mail:

We will add your e-mail address to our database to send you information about other training courses and services in the future; please tick the box if you do not wish to receive this information.

☎ Daytime:

☎ Mobile:

Do you have any special dietary/other requirements?

Yes: **No:**

If yes; please provide details:
.....

Payment Details:
Please note; payment in full is required 7-days prior to the date of the workshop. Cheques should be made payable to Helen Smith HR & OD Consultancy Services Limited.

Multiple Workshop Booking:

HR for Non-HR People	<input type="checkbox"/>	Disciplinary & Grievance	<input type="checkbox"/>
Managing Sickness Absence	<input type="checkbox"/>	Managing Performance	<input type="checkbox"/>

Payment Options:

'Early Bird': Regular:

Cheque Enclosed: Invoice:

TERMS AND CONDITIONS

1. Payment Terms
Our standard payment terms are that payment should be made along with the booking. However, if payment by invoice has been agreed, the payment needs to be made 14-days from the date of the invoice or prior to the date of training, whichever is sooner.

2. Course Bookings
By proceeding with a making a booking, you are committing to a place on the stated course. Bookings can be submitted via e-mail to bookings@crescitahr-od.co.uk alternatively, bookings can be sent by post to: Crescita HR & OD, 11 Normandy Close, Kempston, Bedford, MK42 8TE. Telephone bookings can also be taken, but must be followed up in writing.

3. Cancellations
Should circumstances mean that you have to cancel your place; then the following charges will apply:
More than four weeks prior to the course date – no charge
2 to 4 weeks prior to the course date – 50% of the course fee
Less than two weeks prior to the course date – full fee
NB – cancellations must be made in writing and received by Crescita HR & OD by the due date.

4. Transfers
In some cases, it may be possible to transfer your booking to another course and you should contact Crescita HR & OD if you wish to discuss this option. Alternatively, you may send a substitute in your place and you should advise us if you intend to do this 24-hours prior to the course date, particularly if the substitute delegate has any special requirements that we may need to take account of.

5. Non-attendance
If you do not attend a course and you have not previously informed us, the full course fee remains payable.

6. Unforeseen Circumstances
On occasion, unforeseen circumstances may require us to cancel a course. In such cases, you will be given as much notice as possible and either a free transfer to another course date or a full refund of fees paid. We will not be liable for any other costs incurred even if we were advised of these costs.
Wherever possible, we will aim to give 10-days notice of any cancellations and we recommend that you do not make travel arrangements before this time. Any travel or other costs incurred are entirely the delegate's responsibility.

7. Joining Instructions
We will send out joining instructions one week prior to the course; details will be sent to the e-mail address given unless otherwise request and we would therefore ask that you ensure that this is correct.

DATA PROTECTION NOTICE

We, Crescita HR & OD, are required to comply with the provisions of the Data Protection Act 1998 in relation to how we handle personal data which we obtain from you. Any personal or sensitive personal data gathered will only be used in the context of the training delivered and for the purposes of monitoring. In disclosing your personal details to us, you agree that we may process your data in the ways specified.

FOR FURTHER INFORMATION:

☎ 01234 301690/07947 012893

✉ info@crescitahr-od.co.uk

✉ bookings@crescitahr-od.co.uk (for bookings)

🌐 www.crescitahr-od.co.uk



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