



Smart training

Our employment@work e-learning course

Managers are often at the forefront of employee issues. From recruitment to performance management and grievance procedures, they play a vital role in the creation of good employee relations. Training managers on vital employment aspects will ensure your organisation is a great place to work.

employment@work is an interactive online course designed to train managers at all levels in your organisation on how to deal with a range of commonly occurring employment issues and challenges in the workplace. It covers the life cycle of the employment relationship, from contracts of employment and managing poor performance to attendance and dismissal.

Why is this important?

Understanding how the employment relationship works and the effective management of employees leads to greater harmony in the workplace. This means more job satisfaction, lower staff turnover, higher productivity and the delivery of better quality products and services. It can also lead to fewer workplace disputes, which can be costly for employers in management time and Employment Tribunal costs.

What is covered?

employment@work brings to life workplace challenges in a range of scenarios covering legal issues such as:

- contracts of employment
- management of misconduct

- performance management
- attendance at work
- rights to time off work
- discrimination in the workplace
- misconduct dismissals
- poor attendance dismissals

Objectives

The objectives of employment@work are to:

- demonstrate your organisation's commitment to good employment relations and best practice in the workplace
- measure your managers' existing knowledge and develop their understanding of employment issues that managers are likely to face in the workplace
- help your managers to understand the obligations and responsibilities that employers and employees have towards each other in the workplace
- give your managers confidence in their decisions
- provide a reference resource for your organisation's policies and procedures

About the course

This course is:

Relevant	The course has been designed to provide you with an overview of key employment law issues in the workplace and to emphasise your commitment to ensuring best practice in the workplace. The course can be customised to reflect your organisation's brand, vision and values and policies and procedures.
Practical	The course focuses on best practice and practical examples based on cases and situations encountered in the workplace.
Effective	It is web-based and interactive, allowing the user to choose a course of action and see the potential implications.

The benefits of e-learning

If you have access to the internet then you can have access to employment@work. The course is fast, simple and fun to use. E-learning is:

Flexible and convenient	Learners participate at any time of their choosing and at their own pace. The course can be taken on any PC with an internet connection.
Efficient and inexpensive	This course enables you to train large numbers of people simultaneously or in a short time period, irrespective of whether they work shifts or in dispersed locations.
Up-to-date and consistent	You know what your colleagues have been told and when.
Backed by records and reports	Through the learning management system you can track each learner's progress on the course and see when the course was taken, the duration and the assessment results.
Easy to administer and monitor	

What happens next?

For further details about employment@work, cost, customisation options or a demonstration, please contact:



Simon Tytherleigh
Partner

T: +44 845 497 3813

M: +44 7979 707891

simontytherleigh@eversheds-sutherland.com

eversheds-sutherland.com

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Who is it for?

employment@work is aimed at all organisations and managers at any level.

Minimum technical requirements

The following minimum user system requirements are recommended to access Eversheds Sutherland's e-learning courses:

- Internet Explorer 7.0 or above with browser set to enable cookies
- pop-up blockers disabled and set to open in new window
- Intel Pentium 333 MHz processor or equivalent
- 128 MB RAM
- suitable screen resolution on 1024x768 or more
- Flash plug-in 9 or above
- JavaScript enabled
- Adobe reader is enabled
- 3rd party cookies enabled
- OWC (Office Web Components), for report
- LMS compatibility – SCORM 2004.

