

Weightmans

# Training and educational services

Employment, pensions & immigration

[weightmans.com](https://www.weightmans.com)

## Employment, pensions & immigration training services

Employment and workplace legislation is constantly changing and the responsibility placed on employers, both to keep up-to-date and to implement good practice, is considerable - not least to maintain employee morale and protect organisational reputation. Employers therefore need to be confident that they are in receipt of expert, experienced and practical guidance that is tailored to their specific needs. This document provides an overview of the various employment and pensions-related training services which Weightmans can provide to your HR and operational teams.

“ *Really enjoyed the session - very informative, delivered in an engaging manner and inclusive of everyone.* ”

**Head of Nursing, NHS Foundation Trust**

Our national employment, pensions & immigration team includes experienced trainers from a variety of backgrounds, including those who have worked in-house and who are familiar with providing training in that context. Many of our team also provide training for external organisations, such as the Royal Society for Public Health, ACAS, CIPD and the Law Society.

Our aim is to provide a combination of legal guidance and practical, client-oriented examples which illustrate current and future legal obligations in the context of real life scenarios.



**Mark Landon**  
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### Free national training programme

We run regular free seminars at our offices in Scotland (Glasgow), the North West (Manchester and Liverpool), the North East (Leeds & Newcastle), the Midlands and London. These seminars cover specific problem areas as well as guidance on future employment, pension and immigration-related legislation. The sessions are interactive and delegates have ample opportunity to network.

*“ As always, complex areas around employment law - in this case, TUPE - explained in a straightforward way. Always enjoy these seminars. ”*

**HR Business Partner, Natural History Museum**

We also run periodic client forums in which we look in greater detail at the practical implications of current or future law for particular sectors. These forums often include presentations from Leading Counsel or leading sector figures. Our client forums are again provided free of charge.

*“ Presentations always informative. Presenters are clear, precise, give good background and simplify where appropriate. ”*

**HR Advisor, Yodel Delivery Network**

### Bespoke training for a fixed fee

In addition to our free programme, we provide many clients with bespoke training for a fixed fee, both on an adhoc basis and as part of a scheduled training programme which we co-design with them. We are experienced at providing training in a variety of formats, from large-scale seminars to small round-table events and interactive workshops. Online webinars can also be provided, allowing delegates to participate without leaving their desks.

#### Some recent examples include:

##### **Stress management**

We undertook a series of stress management workshops for an international engineering client which had been experiencing higher than usual levels of stress-related sickness absence amongst part of its workforce. The content and format of the workshops was designed in conjunction with the client's in-house Occupational Health and HR teams, and included practical guidance for managers in identifying the early signs and causes of stress, and working effectively with employees, the OHS and HR to create appropriate coping strategies, including phased return-to-work and ongoing mentoring programmes.

##### **Handling discipline and grievance cases**

We have provided a variety of public and private sector clients with training on handling discipline and grievance cases effectively, including practical and legal guidance on undertaking investigations, drafting appropriate charges and running effective hearings. The training sessions have typically involved interactive exercises, including those in which delegates investigate the facts of a fictitious case and progress it through the client's own procedures.

##### **Sick absence and managing disability**

We have recently completed training for a major client's senior management team on sick absence management and managing disability in the work place, including practical case studies on dealing with all aspects of short and long-term sick absence management.

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### **Restructuring exercises**

We have provided a series of workshops for client HR teams on the legal and practical aspects of managing re-structuring exercises, including TUPE transfers, undertaking collective and individual redundancy exercises and managing effective internal and external communications.

### **Payment of death benefits**

We have delivered training to scheme trustees and the HR team at a large retail client on the process to be followed before paying out death benefits from its group life insurance scheme under which the benefits are payable at the discretion of the trustees. The course guided the delegates through the process step by step, enabling them to minimise the risk of potentially costly errors when dealing with future cases.

### **Pensions tax relief**

This issue is very much in the media due to the impact that the current pensions tax relief system is having on NHS staff. However, it is an issue that potentially affects all middle to high income earners, particularly those that participate in a defined benefit pension scheme. We have run workshops for clients on how the lifetime allowance, the annual allowance and the annual allowance taper are calculated, including worked examples of the calculations and the potential actions that can be taken if an employee is at or nearing the pensions tax relief limits.

In every case we meet with our clients in order to ensure that we understand their specific requirements and tailor their training accordingly, incorporating their own experiences to illustrate the issues. In addition, it is our standard practice to provide participants with comprehensive reference materials for use following the training, which materials are tailored according to the audience's experience and roles. Our aim is always to provide you with the appropriate 'tools for the job'.

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### Examples of our recent training topics include:

- An introduction to employment law for operational managers;
- An introduction to employment law for HR practitioners;
- Legal and practical aspects of handling discipline and grievance cases;
- Sick absence management and disability discrimination;
- Dealing with bullying and harassment in the workplace;
- Promoting equal opportunities & diversity in the workplace;
- Performance management (including conducting effective appraisals);
- Handling individual and collective redundancies, including consultation process;
- Legal and practical implications of TUPE;
- Legal and practical guidance in managing restructuring exercises;
- Equal pay;
- Handling effective case investigations;
- Payment of death in service benefits from pension and life insurance scheme;
- Pensions tax relief workshops;
- Cyber security and data protection in employment;
- Immigration and the right to work in the UK;
- Family friendly legislation: maternity, paternity, shared parental leave, flexible working, etc;
- Atypical workers (Flexible, agency workers, part-time, fixed term and zero hour contracts);
- Effective recruitment (including interviews and selection);
- Rewards and benefits;
- Handling appeals;
- Whistle-blowing;
- Top ten tips in times of transition;
- Employment legislation update: what's on the horizon for employers;
- Employment case law update: key cases over the last twelve months;
- Top ten tricky management scenarios;
- Pension schemes: essential knowledge and understanding for trustees and HR professionals;

In addition, we are experienced at providing sector-specific training such as that covering management issues arising in healthcare, housing and local government.

## Employment, pensions & immigration training services

### Educational and preventative services

In addition to our training programme, we work proactively with our clients to avoid common pitfalls by offering a wide range of other educational and 'preventative' services. These include:

- Periodic audits of our clients' policies and procedures, and the provision of accompanying managerial guidelines to help translate policy into operational compliance;
- Regular legal updates, covering relevant developments in legislation and case law;
- Client feedback sessions, covering learning points from each client's own recent employment issues together with relevant practical lessons from our national employment practice; and
- Regular workshops which both ensure that our clients and our professional contacts are kept up-to-date with employment-related legal issues and which facilitate practical discussions around regular (and not so regular) employee-related challenges for managers, HR professionals and solicitors.

### Business skills training

In addition to training on legal issues, we are experienced at providing clients with training to enhance key managerial skills. Such training sessions are interactive and thought-provoking and are always tailored to each clients' particular needs. Topics include:

- Building an effective team;
- Problem solving and decision-making;
- Effective self-management;
- Effective communication (including undertaking difficult conversations);
- Emotional intelligence; and
- Building your personal brand.

## Employment, pensions & immigration training services

### Key regional contacts



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# Employment, pensions & immigration training services

## About Weightmans

**200** partners  
**1346** employees

Lexcel  
accredited UK  
law firm



Bi-annual  
external audits to  
main certificate  
status for this  
international  
standard

**£97.7 million**  
revenue for 2018/19

**1/3** Act for over  
1/3 of FTSE  
100 companies



**128** specialism rankings  
and **276** individual rankings in  
Chambers and Legal 500 2020

**BitSight Security Rating**

**800/900**   
Highest rated law  
firm in UK



**Award  
success**

We have scooped numerous  
accreditations, including  
**top employer** for the twelfth  
year running

**12th year**



**Award  
success**

Winners of  
Best Use of  
Technology  
2019



**8 UK locations**

Birmingham . Glasgow . Leeds  
. Leicester . Liverpool . London .  
Manchester . Newcastle



We can provide global coverage as co-founders of Insurance  
Law Global and established members of Legalink



**6 core  
segments**

- Built environment
- Corporates
- Insurance
- Owner-managed businesses
- Private client
- Public bodies

Early adopters of  
**Cyber Essentials Plus** certificate  
– highest award provided by the UK  
Government



**£32,009**

raised for local office charities during  
2018-2019



Via our Board-led Innovation Group we are driving our agenda to deliver innovative and technological solutions to support our clients' businesses. As a key strategic partner to many clients, we understand our responsibilities to take full advantage of technology to aid our service delivery solutions. Our innovation strategy is linked to utilising new and emerging technologies to make us agile in a very dynamic market. We are using AI and predictive analytics across many areas of our business including insurance, corporate, commercial, real estate, as well as internal business use cases.

The image features a dark teal background with a white wavy line at the top. Below this, several overlapping, curved bands of varying shades of teal and light blue sweep across the frame from left to right, creating a sense of motion and depth. The bottom left corner contains the text 'weightmans.com' in a white, sans-serif font.

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