

Changing Terms of Employment

Who Would Benefit

HR Professionals who are anticipating a need to change terms of employment, in their organisation; or who would like to further develop their knowledge and skills in change management.

Course Overview

This course will take a step by step approach to determining your plan to change terms and conditions of employment. We will start by exploring the business case for change, think about who needs to be involved and how we should engage with them. We will answer the question 'Does your change require a change to the contract at all?' and if so what this looks like and how do we manage risks. We will weigh up the options for achieving the change, from exercising flexibility in a contract, to seeking agreement, to consulting to dismiss and re-engage.

Course category:
Employment law for HR

Recommended no. of days:
1

Recommended delegate group size:
Up to 12

Course location: Flexible

The Course Includes:

The business case for change

The legal framework

- Flexibility/mobility clauses

Drafting the new terms

The consultation process

- Collective consultation
- Individual consultation


Recording and implementing the change

- How do you demonstrate the change has been made?
- The role of the notice period: In what timeframe will the change take effect?

Learning Outcomes

By the end of this workshop delegates will be able to:

- Articulate the need for change, what and who is involved and how individuals will be affected.
- Work within the legal framework and summarise what changes to the contract would be required in a series of situations.
- Draft terms that are fit for purpose.
- Consult in a timely, effective manner at both collective and individual stages of the consultation process.

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