IPI Academy

MANAGEMENT forum



Presented by
Management Forum

Understanding and Navigating the Employment Tribunal Process for Line Managers

Thousands of claims are put before the Employment Tribunal every year. Do you have a clear understanding of the process and how best to approach it?

Format:
Bespoke training

CPD:
3 hours for your records (depending on your requirements)

Certificate of completion

Course overview

Each year thousands of claims are made to the Employment Tribunal. Due to the volume of cases most HR professionals and people managers will be required to address a Tribunal at some stage in their career. This course will give you a practical and clear understanding of the employment tribunal process and how best to approach it.

The process starts with the potential claimant engaging with Acas Early Conciliation. How does the employer respond to this process? Should the employer settle, or should the employer refuse? The expert trainer will explore this crucial part of the process and how it can impact your decision-making process.

If settlement is not successful, the claimant can go ahead and claim to the Employment Tribunal. This course will walk you through the process, explaining how to respond to the initial ET1, and then how to prepare for the Tribunal itself. It will explain what is required in preparing a bundle of documents and witness statements.

The trainer will then look at the hearing, what happens, and what preparations should be made by the employer. The course will consider particular issues that can arise and how to address them for the best outcome. Finally, we will consider what to do once the judgment has been received, and if an appeal could be made and, if so, what the next steps should be.

The expert trainer will refer to real-life case examples throughout the course to help embed the learning. There will also be time for you to ask your specific questions during the course.

Benefits of attending

By attending this course you will:

- **Understand** the Acas Early Conciliation process
- **Learn** how to complete and submit the ETI and ET3 documents
- **Get to grips** with gathering evidence and collating relevant documents
- **Expand** your knowledge of how a Tribunal hearing works and what to expect on the day
- **Explore** the types of award that might be granted
- **Examine** potential grounds for appeal and next steps

Who should attend?

This course has been specifically designed to give attendees a clear and practical understanding of the employment tribunal process. It is relevant for all people managers and HR personnel. Everyone who has a people management responsibility should be fully equipped with this knowledge.

Run this programme in-house for your whole team

Coming to IPI Academy for your in-house training provides an all-inclusive service which gives you access to a wide variety of content, learning platforms and delivery mechanisms as well as your own personal training adviser who will work with you from the initial enquiry through to feedback and follow-up after the programme.

With over 600 trainers, all practitioners and experts across a huge range of fields, we can provide the training you need, where you need it, when you need it, and at a price which suits your budget. Our approach to tailored learning and development consists of designing and delivering the appropriate solution for each client.

For your FREE consultation and to find out more about how we can work with you to solve your training needs, please contact our training advisers:



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IPI Academy

IPI Academy is a training initiative of Falconbury and Management Forum; leading providers of industry training for over 30 years, based in the UK.

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