

Employment law training 2009

To register

Please copy this form and return using any of the options listed below. Places are limited, so please book early to avoid disappointment. Bookings will be confirmed on receipt of payment and full directions will be sent. Please refer to www.lewissilkin.com/contactus for our location map.

Attend three, pay for two

Book three of our updates or workshops at the same time and only pay for two.

Breakfast updates 9.00am - 10.30am

£75 + VAT = Total £86.25 (per update)

What's happening in employment law 15th September
 9th October

What's happening in immigration law 18th November

Workshops 9.30am - 12.30pm

£150 + VAT = Total £172.50 (per workshop)

Disciplinary & grievance procedures: 24th September
the new law

Flexible working 22nd October

Defending employment tribunal
claims - strategies & tactics 26th November

Data Protection

Lewis Silkin LLP would like to contact you in the future about our services, seminars and ongoing developments. Please indicate whether you would like to be contacted: by email and/or by post or other methods

If you no longer wish to receive any further information about Lewis Silkin LLP's services, conferences, seminars or ongoing developments, please tick this box

Lewis Silkin LLP's lawyers sometimes participate in conferences and other professional events organised by third parties. Please tick this box if you would like to receive information about these events

We normally include a delegate list with conference materials. If you do not wish your name to be distributed to other people attending this event, please tick this box

If you would like to change or update your details please send an email to emma.shears@lewissilkin.com.

Booking Options

- @ Send an email to events@lewissilkin.com
- ☎ Fax the form back to +44 (0) 20 7864 1243
- ☎ Call Emma Shears on + 44 (0) 20 7074 8146
- ✉ Post this form to: Emma Shears, Lewis Silkin LLP,
5 Chancery Lane, Clifford's Inn, London EC4A 1BL

Payment Options

- Cheque:** payable to Lewis Silkin LLP
- Credit card:** circle one - Visa Mastercard Solo Switch/Maestro
Card number _____ Expiry date _____
3 digit security code _____
Signature _____
- Bank transfer:** ask your bank to quote 5670/422 and the delegate's name in the transfer instruction. Make transfers to: Barclays Bank Plc, 50 Pall Mall, London SW1A 1QB
- Invoice my company: for the attention of _____

Delegate information

Name _____
Job Title _____
Company _____
Address _____

Postcode _____
Email _____
Telephone _____

Additional delegates

Name _____
Job Title _____

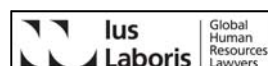
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Employment law training 2009 Updates and workshops

September - December



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Employment law training 2009

Updates and workshops

Welcome to the autumn season of breakfast updates and half-day workshops from Lewis Silkin LLP's employment team. This programme is aimed mainly at HR managers and those with equivalent experience of dealing with workplace employment issues – but we'd be delighted to welcome you whatever your background or grounding in employment law.

Breakfast updates **9.00 am - 10.30 am**
breakfast will be served from 8.30am

What's happening in employment law

15th September
9th October

We invariably have a full house for our regular update on the latest legal developments affecting the workplace - so please book early to avoid disappointment. Amongst other things, we'll be explaining how the Equality Bill will transform our discrimination laws, the forthcoming new right for agency workers to claim equal treatment and all the hot issues arising from recent case law that you need to know about.

What's happening in immigration law

18th November

UK immigration law has changed a lot over the past months. Join us to catch up. We will be discussing how to sponsor employees, the highly skilled migrant category requirements, and the business visitor category. We handle large numbers of applications and can let you in on our tips and tricks for successful applications.

Workshops **9.30 am - 12.30 pm**
breakfast will be served from 9.00am

Our interactive workshops combine a full discussion of the topic with the opportunity to learn from us and the experience of other participants. We use case studies in small groups to help you get the most out of the morning. For those who can stay, we lay on a buffet lunch.

Disciplinary & grievance procedures: the new law

24th September

New rules on handling grievances and disciplinary issues came into force in April, when the statutory procedures introduced five years ago were finally consigned to the dustbin of employment law history. The replacement regime, based around a revised Acas code of practice, is simpler in

many ways but gives rise to fresh problems and traps for unwary employers. Our workshop will look at the practical steps you should now be taking to ensure successful disciplinary and grievance outcomes - and stay out of legal trouble.

Managing flexible working

22nd October

With the right to request flexible working having been extended this year to parents of children up to the age of 16, now's a good time to review your procedures for handling employees seeking alternative working arrangements. Equally, in the present economic climate, many employers are encouraging staff to go part-time or change their working hours in other ways. Our workshop will offer practical guidance on how to proceed safely and effectively, whether the impetus for flexible working comes from you or your employees.

Defending employment tribunal claims

26th November

Thousands of claims are made every year to employment tribunals, with the current recession making employees even more litigious. Our workshop will cover all the latest changes in tribunal practice and procedures and explain how to be successful in defending claims. We'll look at methods of responding to claims and preparing your defence, techniques for securing favourable out-of-court settlements and ways of maximising your chances of victory if the case goes to trial. Come and discover the recipe for saving your business time, money and aggravation!

Webinars **1.00pm - 2.00pm**

Why not also join us for one of our webinars? They are a convenient and interactive way to access the latest in employment law without leaving your office. You and your team can participate individually from your desks or together with a group of colleagues in a meeting room over lunch. All you need to participate is access to the web.

This autumn our webinars will take place on **7th October** and **2nd December**. So that our webinars are as topical and relevant as possible we prefer to decide on the topic nearer the time. Watch out for further details! To make sure you are on our webinar mailing list email us on **events@lewissilkin.com** and we'll add you on. We always love to hear your ideas for webinar topics so please let us know what you are most interested in hearing about.

In-house training

Prefer to receive your training in the comfort of your own building? Lewis Silkin can offer you top quality, bespoke training tailored to meet your issues and your business context. As with all our sessions, we avoid dry technical exposition, preferring to match the style of your organisation to make our sessions accessible, relevant and fun.

To find out more, speak to your usual contact at Lewis Silkin, or email employment@lewissilkin.com

Lewis Silkin LLP's employment and incentives team

Our team is one of the largest with over 50 lawyers in London and 11 in Oxford dedicated full-time to advising on employment and incentives law.

www.lewissilkin.com

Lewis Silkin LLP is the UK member of Ius Laboris, the leading alliance of global human resources lawyers.

www.iuslaboris.com

Where

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