

BRIEFINGS

29 June 2007

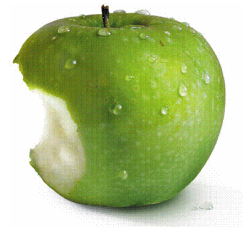
Employment Law Watch

Bite-Sized Training

Interested in training but find full day courses too long?

We can offer you bite-sized training with each course lasting only 2 hours. Guaranteed.







Get up, get trained, and get on with your business.



We recently advised you of our course on Managing the Poor Performer - a two hour intensive training course which we can run for you in-house for a fixed cost. This was a precursor to the launch of our full bite-sized training programme; a range of 2 hour courses on a variety of employment and HR issues.

Direct and to the point, these courses will give you an overview of a particular area of employment law or human resource management. We don't claim that we can make you an expert on a subject in two hours, but we can significantly increase you and your colleagues' knowledge and awareness.

Subjects offered are:

-  Managing Sickness and Absence
-  Managing the Poor Performer
-  Discipline and Capability
-  Recruitment and Selection
-  Employment Law for Managers
-  Employment Law for PA's and Office Managers

And the cost?

£69+VAT per person per course, with discounts for multiple bookings for a specific course, or for booking on more than one course. Alternatively we are happy to run any course for you in-house at a fixed cost of £350 + VAT.

More Information

The attached Word documents give you more information on the range of courses and booking process.

For further information or to make a course booking please contact John Palmer on 0116 257 4407 or email john.palmer@harveyingram.com.

For further information about our Employment Law Group, please visit our website at www.harveyingram.com

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