



PENINSULA

Free Employment Law Training to Help Protect and Strengthen your Business

All clients of Peninsula are invited to attend our free, practical and interactive one day training courses, providing a foundation in basic elements of employment law. The courses are designed to enable participants to handle common employment issues that may arise, in a professional and positive manner.

The courses will aid delegates to recognise potential problems at an early stage and to utilise Peninsula's 24 Hour Advice Service to best advantage, avoiding costly fines and awards of compensation.

Delivered by qualified trainers with practical experience of managing real life employment issues, our training is continually kept up-to-date with changes in legislation, case law and best practice. These sessions provide delegates with a comprehensive understanding of how to comply with employment law requirements.

The training also offers an opportunity to introduce Peninsula's online service BusinessWise, designed to assist in the management of staff and to provide on-demand access to various documentation available exclusively to our retained clients.

As places are limited we encourage booking early to avoid disappointment. Detailed below is our full schedule of courses.

Should you have any queries regarding Peninsula's free employment law training or if you would like to reserve place(s) on any of the courses detailed, please e-mail training@peninsula-uk.com; telephone us on 0844 892 2773 or complete and return the Booking Form below.

SCOTLAND		
Edinburgh	Handling Discipline – The Process	8 th January 2010
	Performance Management	5 th February 2010
	Equal Opportunities inc Bullying and Harassment	5 th March 2010
Glasgow	Performance Management	15 th January 2010
	Handling Discipline – The Process	12 th February 2010
	Equal Opportunities inc Bullying and Harassment	12 th March 2010
Dundee	Handling Discipline – The Process	22 nd January 2010
	Equal Opportunities inc Bullying and Harassment	19 th February 2010
	Performance Management	19 th March 2010
Inverness	Basic Employment Practice	25 th February 2010
Aberdeen	Equal Opportunities inc Bullying and Harassment	26 th February 2010

NORTHERN ENGLAND		
Carlisle	Basic Employment Practice	7 th January 2010
	Handling Discipline – The Process	4 th February 2010
	Equal Opportunities inc Bullying and Harassment	4 th March 2010
Manchester	Basic Employment Practice	11 th January 2010
	Handling Discipline – The Process	12 th January 2010
	Basic Employment Practice	27 th January 2010
	Equal Opportunities inc Bullying and Harassment	28 th January 2010
	Performance Management	11 th February 2010
	Basic Employment Practice	12 th February 2010
	Basic Employment Practice	23 rd February 2010
	Handling Discipline – The Process	24 th February 2010
	Basic Employment Practice	11 th March 2010
	Equal Opportunities inc Bullying and Harassment	12 th March 2010
	Basic Employment Practice	23 rd March 2010
	Performance Management	24 th March 2010
Chester	Basic Employment Practice	19 th January 2010
	Performance Management	20 th January 2010
	Basic Employment Practice	16 th February 2010
	Handling Discipline – The Process	17 th February 2010
	Basic Employment Practice	17 th March 2010
	Equal Opportunities inc Bullying and Harassment	18 th March 2010
Hull	Recruitment and Selection	14 th January 2010
	Basic Employment Practice	2 nd February 2010
	Performance Management	11 th March 2010
Leeds	Basic Employment Practice	26 th January 2010
	TUPE/ Redundancy	11 th February 2010
Middlesbrough	Equal Opportunities inc Bullying and Harassment	21 st January 2010
	Absenteeism & Family Friendly Rights	18 th February 2010
	Handling Discipline – The Process	18 th March 2010
Newcastle	Absenteeism & Family Friendly Rights	14 th January 2010
	Performance Management	11 th February 2010
	Handling Discipline – The Process	11 th March 2010
Sheffield	Basic Employment Practice	16 th February 2010
York	Absenteeism & Family Friendly Rights	28 th January 2010
	Basic Employment Practice	17 th March 2010

WALES		
Cardiff	Recruitment, Contracts & Equal Opportunities	26 th February 2010
Llandudno	Equal Opportunities inc Bullying and Harassment	3 rd February 2010
	Basic Employment Practice	4 th February 2010
	Basic Employment Practice	3 rd March 2010
	Performance Management	4 th March 2010
	Basic Employment Practice	30 th March 2010
	Handling Discipline - The Process	31 st March 2010
Swansea	Discipline, Capability & Family Friendly	20 th January 2010
	Basic Employment Practice	23 rd March 2010

MIDLANDS & EAST ANGLIA		
Birmingham	Discipline, Capability & Family Friendly	14 th January 2010
	Basic Employment Practice	25 th February 2010
Cambridge	Handling Discipline - The Process	4 th February 2010
	Basic Employment Practice	31 st March 2010
Gloucester	Performance Management	12 th February 2010
Hinckley	Equal Opportunities inc Bullying and Harassment	7 th January 2010
	Basic Employment Practice	28 th January 2010
	Basic Employment Practice	3 rd March 2010
	Handling Discipline - The Process	19 th March 2010
Ipswich	Contact of Employment/ Family Friendly Rights	18 th February 2010
	Recruitment and Selection	23 rd March 2010
Milton Keynes	Performance Management	21 st January 2010
	Basic Employment Practice	9 th March 2010
Northampton	Basic Employment Practice	10 th February 2010
Norwich	Basic Employment Practice	23 rd February 2010
	TUPE/ Redundancy	30 th March 2010
Nottingham/ Derby	Basic Employment Practice	6 th January 2010
	Equal Opportunities inc Bullying and Harassment	4 th March 2010
	Basic Employment Practice	25 th March 2010
Stoke	Basic Employment Practice	11 th February 2010
Telford	Basic Employment Practice	11 th March 2010
Walsall	Basic Employment Practice	5 th January 2001
Worcester	Basic Employment Practice	19 th January 2010
	Recruitment, Contracts & Equal Opportunities	12 th March 2010

SOUTH & SOUTHWEST		
Basingstoke	Discipline, Capability & Family Friendly	17 th February 2010
Brighton	Handling Discipline - The Process	26 th January 2010
	Basic Employment Practice	18 th February 2010
Bristol	Discipline, Capability & Family Friendly	6 th January 2010
	Basic Employment Practice	2 nd March 2010
Chelmsford	Basic Employment Practice	12 th January 2010
	Performance Management	17 th February 2010
Croydon	Equal Opportunities inc Bullying and Harassment	6 th Croydon 2010
	Basic Employment Practice	8 th February 2010
	Performance Management	16 th March 2010
Exeter	Discipline, Capability & Family Friendly	29 th January 2010
Falmouth	Discipline, Capability & Family Friendly	3 rd March 2010
Guilford	Recruitment, Contracts & Equal Opportunities	19 th March 2010
Harlow	Performance Management	22 nd January 2010



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	Basic Employment Practice	23 rd February 2010
Harrow	Basic Employment Practice	18 th March 2010
Hornchurch	Basic Employment Practice	29 th January 2010
	Equal Opportunities inc Bullying and Harassment	25 th February 2010
Isle of Wight	Recruitment, Contracts & Equal Opportunities	31 st March 2010
Marble Arch	Basic Employment Practice	21 st January 2010
	Handling Discipline - The Process	11 th February 2010
	Equal Opportunities inc Bullying and Harassment	11 th March 2010
Oxford	Basic Employment Practice	15 th January 2010
Poole	Basic Employment Practice	16 th February 2010
Reading	Basic Employment Practice	2 nd February 2010
Southampton	Discipline, Capability & Family Friendly	3 rd February 2010
	Basic Employment Practice	30 th March 2010
Swindon	Recruitment, Contracts & Equal Opportunities	24 th March 2010
Watford	Basic Employment Practice	7 th January 2010
	Equal Opportunities inc Bullying and Harassment	4 th February 2010
	Handling Discipline - The Process	24 th March 2010
West Malling	Handling Discipline - The Process	13 th January 2010
	Basic Employment Practice	2 nd February 2010
	Performance Management	10 th March 2010

NORTHERN IRELAND

Belfast	Performance Management	28 th January 2010
	Equal Opportunities inc Bullying and Harassment	29 th January 2010
	Basic Employment Practice	25 th March 2010
	Handling Discipline - The Process	26 th March 2010



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BOOKING FORM

Client Account Code: _____

Client Company Name: _____

Main Contact Name: _____

If hand written please complete in BLOCK CAPITALS

COURSE DATE	COURSE LOCATION	NAMES OF DELEGATE	CONTACT NO. / EMAIL ADDRESS

Please return this form to:-

Address: *Employment Services Training Team
Peninsula Business Services Ltd
Riverside
New Bailey Street
Manchester. M3 5PB*

Email: training@peninsula-uk.com

Please provide a separate booking form for each session for which you wish to reserve places. Individual invitations will be despatched to reach attendees around two to four weeks prior to the session dates. The times of the session and the venue will be included, as will directions and location map where possible.

Please ensure you do provide us with your email address and telephone number.

Thank you