



How to Manage Redundancies

Course Overview

Course Ref: RDP1

Taking the decision to consider potential redundancies is never an easy one to make. But couple this with a legal minefield if you get it wrong, you could end up costing your organisation far more than you had hoped to save.

In today's current economic climate, the redundancy option is one more and more organisations are turning to, and if not handled correctly could see you standing in the dock of an employment tribunal.

This one day course will cover the main issues concerning potential redundancy situations, and provide you with a step-by-step guide on how to deal with them.

Who Should Attend

This course is essential for anyone who would be involved in managing the redundancy process within their organisation, and in particular:

- Senior Managers - decision makers
- Team Leaders
- HR Professionals
- Change Managers
- Supervisors

What will you learn?

By the end of this course you will be able to:

- Understand the legislation relating to redundancy issues
- Know your responsibilities and legal requirements
- Whether you have an actual redundancy situation
- Your responsibilities as regards consultation
- How to avoid unfair dismissal and discrimination claims

What will it cover?

Is it a Genuine Redundancy?

- What situations constitute redundancy?
- Do you have a sufficient case for redundancies?

Alternatives to Redundancy

- What alternatives, if any, have you considered?
- Understand the alternatives open to you – Short-time working / Lay-offs
- Do you have the legal right to implement these alternatives?
- Restructure as opposed to redundancy

Redundancy Legislation

- Understand your legal responsibilities
- How to calculate the appropriate payments?
- The costs of getting it wrong

Pinnacle

The Duty to Consult

- What is the duty to consult over redundancies?
- What does it mean in practice?
- Why consultation is the **MOST** important part of the process
- How consultation differs from negotiation?

Managing the Process

- Know the key steps you need to take to make redundancies
- Ensuring the dismissals are handled fairly and in line with the Statutory Dismissal Procedures
- Do I need to follow this process, even for one employee?
- Developing an appropriate communication strategy

Developing Valid Selection Criteria

- Understand how to develop the appropriate criteria to select employees for redundancy
- How to minimise the risk of potential discrimination claims?

Safeguarding the Organisation

- What policies and practices should you have in place?

Course Fee

£170 per delegate – which includes refreshments on arrival and throughout the day, as well as a light buffet lunch.

Booking and Administration Details

This course will be conducted at numerous locations throughout East Anglia during the whole of 2009.

A full day's course runs from 9.30am until 4.30pm.

If you are interested in booking a place on this course or require additional information, please email us at Contact@pds-hr.com or call on 0800 907 1015, quoting the course title and reference.