

<b>Module Ref</b>	<b>EM08</b>
<b>Module Title</b>	<b>How to Inform &amp; Consult Your Staff</b>

### Course Introduction

The EC Directive on Information and Consultation will as from 1<sup>st</sup> April 2007 apply to organisations with 100 or more employees. The Regulations require companies to put procedures in place to inform and more importantly consult their employees on a range of issues. Where an employer has no such procedures in place, the procedures set out within Regulations will automatically apply.

This issue however should not be viewed simply as a legal requirement but rather on how such methods can benefit and indeed support business strategies.

### Course Objectives

The seminar will show you how to set up and run information and consultation processes that suit your organisation, complement existing employee retention packages, show how these can link into your organisation's performance appraisal process, team meetings, directors meetings and the overall business strategy.

### Learning Outcomes

On completion of the course the participant will :-

- \* Understand the benefits 'informing and consulting' can bring their Organisation;
- \* Know the steps involved in putting such procedures in place;
- \* Understand how such procedures operate in practice;
- \* Know what is required to comply with the legislation;
- \* Understand how these link with and support businesses strategies.



### Who Should Attend?

Company Directors, Department Heads, Line managers, HR strategic personnel, trade union or employee representatives.

### **The Presenters**

#### **Irene Keith**

Irene is an Employment Law Adviser with Juridical Limited who obtained her law degree from Aberdeen University and has a Masters Degree in Employment Law from Robert Gordon University. She has experience of working in the oil industry, was a local councillor on Aberdeen City Council and has experience of small businesses having run her own for several years.

#### **Robin Bowden.**

Robin's qualifications include a Diploma in Employment Law and Personnel Practice and Membership of the Institute of Personnel and Development (MCIPD). He is a panel member of the Employment Tribunal as well as being a Motorola University lecturer, a PRINCE 2 Project Management Practitioner and a Neuro Linguistic Programme (NLP) Master Practitioner; He is also accredited to work with the Strength Deployment Inventory (SDI) and Myers Briggs Type Indicator (MBTI).

### **Certificates**

Each delegate will receive a certificate of attendance on completion of the seminar.

### **Course Duration**

1 day  
9.30 am – 4.30pm

### **Venue**

Aberdeen