

Training Sessions

Public & In-House



Welcome.....

In this dynamic employee relations environment it is vital that all organisations and employees keep abreast of both their obligations and rights. From the boardroom to the staff room JACS can help you deliver the right information to the right people across your organisation. Welcome to the JACS training offering....



ABOUT JACS

Jersey Advisory and Conciliation Service

STATUS

JACS' independence is guaranteed by statute and the States of Jersey passed the Jersey Advisory and Conciliation (Jersey) Law in March 2003.

MISSION STATEMENT

To assist in the building of harmonious relationships between employers and employees, both collectively and individually and thereby help improve performance and organizational effectiveness.

OUR VALUES

- To act independently and impartially, with integrity and professionalism
- To respect confidentiality
- To be accessible to all and respond promptly to all requests for information or assistance
- To use resources cost effectively within budgets
- To continue to develop a highly motivated and committed workforce able to deliver our services courteously, efficiently and effectively.

OUR ACTIVITIES

- We prevent and resolve industrial disputes
- We resolve individual disputes over employment rights
- We provide impartial information and advice on employment & discrimination matters to both employers and employees
- We improve the understanding of industrial relations through education and seminars

Employee wellbeing



Mental Health - Wellbeing in the workplace

We are all aware how stress and mental health issues can affect many people in all parts of their lives. This session aims to give attendees an overview of how to spot the signs of work-related mental health issues. It highlights the impact it can have on the workplace and explains what responsibilities employers now face in light of the disability discrimination regulations. We aim to provide delegates with practical suggestions for effective management of this important issue.



Flexible Working

In this session we look at the changes to the flexible working regulations and discuss the process employers need to adopt in considering such a request. We consider the benefits of adopting flexible working arrangements for both employer and employee. In addition, we will also look at possible reasons for both accepting and refusing a flexible working application, as well as considering how the tribunal may look at cases brought before it.



Family Friendly Updates

Family friendly legislation is currently being debated through the States, please sign up to our newsletter to be notified when this new session will be launched: www.jacs.org.je

Process & Procedures



Grievance & Disciplinary Processes

This session will enable the delegate to understand key elements of the relevant legislation and understand the issues in relation to unfair dismissal. It will stress the importance of good procedural design and implementation; the benefits of these to both the employer and employee and highlight some of the pitfalls through reference to relevant cases.



Investigations

Why and when should an investigation commence? In this session we answer both those questions and consider who should conduct this process. We consider the process itself and provide practical examples to assist those asked to perform an investigation as well as discussing how to avoid potential pitfalls.



Absence management

Managing absence is an important issue for everyone involved in the employment of staff, not simply the problem of the HR professionals. This session looks at the importance of managing attendance which covers considerations that are required by the employment and discrimination legislation in respect of pregnancy and disability.

Legal Updates



Bullying & Harassment

Appropriate bullying and harassment policies and procedures are key to avoiding constructive unfair dismissal and/or severe psychological damage to an employee that could result in a substantial compensation claim via the Royal Court. This session discusses the legal implications surrounding this topic; the impact and implications for employers and how to effectively deal with incidences of bullying & harassment in the workplace.



Discrimination in the workplace

In this session we discuss the impact the Discrimination (Jersey) Law 2013 has on both the employer and employee. Discuss the difference between direct and indirect discrimination. Utilising examples we offer suggestions as to what would be considered best practice; discuss what is meant by 'reasonable adjustments' and highlight points in relation to absence management, victimisation and harassment.



Employment relation (Jersey) Law 2007

The aim of this session is to look at the 'other' employment law- the Employee Relations (Jersey) Law 2007 – which looks at recognition and registration along with the legal rights in place for trade unions and employer associations.

Contracts & Redundancy



Contracts of Employment

This session covers what is required under the Employment (Jersey) Law 2003 and discusses considerations that should be made when drafting a contract of employment. We discuss the different types of terms and their implications when drafting terms of employment. We also highlight aspects to consider when changing a contract both through negotiation and imposing these changes.



Closing Contracts

In this session we consider how either an employer or employee might terminate a contract of employment. We discuss both discharging a contract and frustration of a contract and look at some practical considerations around these to ensure no breaches occur. In addition, we touch on protection for the employer via the use of a JACS 1 or compromise agreement.



Redundancy

This session will look at the regulations in relation to redundancy including amendments to the law. Rights of the employee and payments due. We discuss the duties to warn, consult and establish fair criteria for selection and explore possible alternatives that may require consideration.

Employee relationship skills



Difficult Conversations

If the mere thought of having a difficult conversation fills you with anxiety....Perhaps you need to address an issue, but don't know where to start – then this is the session for you. Within it we discuss what makes a conversation 'difficult'; look at ways you can take charge of the situation; identify steps and offer practical advice that will help you overcome the challenges of holding a difficult conversation in the workplace.



Conflict Resolution

Conflict can be enormously costly to any organization, damaging to relationships and disastrous for productivity. It is a major cause of stress in the workplace and can lead to long-standing grievances, absenteeism, reduced productivity and cultural erosion. Perhaps you have to address an argument between a line manager and a member of staff; a personality clash between colleagues or even a power dispute between departments. In this session we will consider how we can confidently resolve conflict, stop it escalating into deadlock and move from confrontation into constructive conversation.



Conducting an appraisal

Effective performance management involves being able to set and communicate clear objectives that align with organisational goals, being able to conduct an effective appraisal and provide valuable feedback to all employees. In this session we look at all 3 aspects of this process and discuss the valuable skills required to conduct an effective appraisal. We also consider the employment issues this could raise if the process is done poorly.

Costs and Terms

Session length

Public sessions are approximately 1.5 hours in duration and are run over lunchtimes at the JACS offices: 3rd Floor, Seale St, St Helier.

In-house sessions can be run at any times to suit your needs. We can tailor any session to your audience and will advise you of any changes in duration as applicable.

Facilities

All in-house sessions are run at the client's premises, utilising client IT facilities.

We regret, due to limited facilities, JACS is unable to offer its Boardroom for in-house sessions.

JACS run a rolling program of public courses – please see the JACS website for details of upcoming courses, prices and registration details: www.jacs.org.je

Cost

JACS is a not-for profit organization and therefore we are able to keep charges to a minimum.

All public sessions - £30 per candidate, per session.

In-house sessions - £300 per course, or £425 for a half day (2 sessions per half day). Maximum of 10 candidates per class. You can choose any combination of sessions and any combination of attendees for a half day booking. For full day bookings please consult us, we would be happy to make up a package to suit your requirements.

Discounts are available for block bookings (to be taken within a 3 month period). Please contact us we would be happy to discuss your requirements

Course fees will be billed in advance and payment in full must be received before any sessions commence.

Cancellations

Public sessions – no refund will be given for cancellations given less than 3 working days notice.

In-house sessions – no refund will be given for cancellations given within 5 working days notice. For cancellations given between 5 and 10 working days notice, 50% of the agreed fee will be payable.

Booking & Further enquiries

To make a booking or for further enquiries please contact either Sara Gascoigne Email : sara@merakibusinessconsulting.co.uk or JACS directly on Tel 730503 or Email: jacs@jacs.org.je