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Serving the Local Voluntary and Community Sector

Managing Redundancies

A One-Day Workshop

Trainer: Gill Taylor

Tuesday 2nd November 2010

9.45am to 4.30pm

at 43 Bromham Road, Bedford

From £12 per delegate
(includes course hand-outs, buffet lunch, tea/coffee)

Priority bookings will be given to voluntary organisations

Serving the Local Voluntary and Community Sector

Managing Redundancies

A time of redundancies *is always difficult and much stress and distress for staff and management can be avoided by following clear, structured and fair processes that comply with both legislation and good practice.*

The course is for

Managers or senior managers who may be involved in managing redundancy processes. Resources, such as sample letters to use at each stage, will be provided as part of the course pack.

The course will help you to

- *think through how to plan a redundancy process and develop time lines*
- *understand the framework of law on redundancy, including consultation*
- *plan for and run a redundancy interview*
- *look after the people who are going and staying*

About the trainer

Gill Taylor, MA, FCIPD, is Director of Connections Partnership and has over 25 years experience working in and consulting to the voluntary sector.

Connections specialises in all aspects of personnel management, especially: employment law, managing absence, job evaluation and salary setting, managing conflict, equality, recruitment and selection and good practice contracts of employment.

Gill has written ten books on personnel management and trains widely across the UK for the sector.

Managing Redundancies

Programme

- 10.00 Coffee and registration
- 10.15 Introduction to the day and each other
Course objectives
Domestic details
- 10.30 **Redundancy and the law**
Framework of the law, update and developments in sight
Costing redundancy
Quiz on redundancy law
- 11.15 Tea Break
- 11.30 **Issues in redefining posts**
Jobs that work
One person two part-time posts
Job descriptions and person specs
Changing existing posts and contracts
- 1.00 Lunch
- 2.00 **Redundancy timeline**
Planning the process
- 2.30 **Individual consultation meetings**
"Shape of" and "Script for"
Handling difficult feelings
- 3.15 Tea Break
- 3.30 **Sample letters**
What to send when
How to customise
- 4.15 **Action Plan and further sources of information**
Evaluation
- 4.30 Close

A buffet lunch will be served

The organisers reserve the right to modify the content of the programme