



Network for
Practices Ltd

www.networkforpractices.co.uk

Trainer Information

Tracy Madgwick has delivered management development, supervisory, team facilitation, interpersonal skills and HR training for line managers for a wide variety of organisations in the private, public and not for profit sector. She also advises organisations on how to manage challenging staffing situations as well as providing mentoring and coaching for other HR professionals. For the last 10 years she has run her own HR Consultancy company and works with a small team of Associates. She is a fully qualified member of the CIPD (Chartered Institute of Personnel and Development) and licenced to deliver MBTI (Myers Briggs Type Indicator), DiSC and C-me tools.

Booking Information

To book a place/s email

bookings@networkforpractices.co.uk

Our acceptance of your booking brings into existence a legally binding contract between us on the following Terms & Conditions - If places are booked but cancelled before payment has been made or a candidate DNAs, the fee will remain due. Cancellations will attract a refund if the course is subsequently fully booked. To avoid any confusion, we ask that Cancellations are by email only. We will make every effort to resell the cancelled place. Where places are free a £25 charge will be applied to cancellations/DNAs. Payment is required within 30 days from date of invoice.

Navigating the Employment Maze:

An Employment Law Workshop for GP surgeries

Date:	9 th May 2024	
Times:	0930-1300	
Venue:	Zoom Online Platform	
Places available:	12	
Fee/s:	NfP Members	£65
	Non Members	£110

Suitable for: for Practice Managers, HR Managers and anyone response for HR.

In today's complex healthcare environment, managing a medical practice is not just about patient care—it's about looking after your team, too. This 3.5-hour workshop offers an in-depth guide to managing your workforce effectively, while staying compliant with legal regulations.

Topics covered:

The Origins of Employment Law & Importance of Case Law:

Get a foundational understanding of the origins of employment law and why case law plays a pivotal role in HR decisions.

Journey of an Employee:

Walk through every stage of an employee's journey, from recruitment best practices to managing staff exits.

- **Joining Your Surgery:** Learn how to recruit effectively, ensure contracts meet legal requirements, and implement robust induction and probationary periods. Plus, understand the significance of the "two-year rule."
- **The Working Phase:** Creating a Supportive Environment We delve into policies that make for an inclusive workplace. Master the art of managing flexible work requests, maintaining performance, and effectively handling sickness absence and leave management.
- **Leaving Your Surgery:** Master the legal landscape surrounding employee exits, covering fair reasons for dismissal and the importance of keeping accurate, contemporaneous notes.

Risk Management and Employment Tribunals:

Equip yourself with vital knowledge about the ramifications of Employment Tribunals, and how to mitigate risks and costs.

Q&A Session:

Wrap up with a lively Q&A session to address specific challenges or queries you may have.

 General Practice Training Ltd

Registered Office: Frome Medical Centre, Enos Way, Frome, Somerset, BA11 2FH

Network for Practices Ltd Company No 06435074. - Incorporated at Companies House, Cardiff 22nd November 2007