

How to Prepare for an Employment Tribunal

Duration: 1 day

Purpose and aim of course:

This course will provide learners with the tools to prepare a case for an employment tribunal and be able to prepare their evidence and witnesses in order to win.

This unit is suitable for persons who:

- have a good understanding of employment law and the types of issues which can give rise to a dispute
- wish to gain an understanding of the processes involved in responding to a claim, preparing ones case presenting it
- wish to develop their advocacy skills
- have experience of handling disciplinary cases and grievances

Learning Outcomes

On completion of this course, learners will:

- be able to prepare a written response to the claim
- be able to prepare witness statements
- be able to prepare witnesses to give evidence
- be able to prepare written evidence to be presented to the tribunal
- be able to present a straightforward case at tribunal
- be able to decide when to be represented

Materials:

Learners will receive all necessary material for this course including copies of presentation slides and exercises used in class.

Prerequisites:

This course is not for those who are new to employment law or to the handling of disputes in an employment situation. It is essential for learners to either be or have held positions in management or HR.