



So, you're thinking about hiring an employee...

... but what do you do you need to do next?

An interactive and informative workshop for all sole traders and partnerships who are ready to grow their business and take on their first employee(s)...



Image – 'Mountain Flowers' by Evgeni Dinev

What is the Workshop all about?

For many sole traders, the prospect of employing staff can seem like a huge mountain to climb; navigating through the myriad of best practice and employment law leaves many questioning if it is indeed, worth the effort.

This workshop is aimed at business-owners who are growing their business and are thinking about taking on their first employee. It seeks to explode the myth that recruiting and employing staff is more trouble than it is worth and will provide delegates with an overview of the fundamentals of employment law and best practice, as you take that first step towards becoming an 'employer'.

When & where is it?

Tuesday, 29th April 2014

9 30 am – 12 30 pm

(followed by a networking lunch)

**Colmworth Golf Club, Bedford,
MK44 2NN**

How much will it cost?

Book by Wednesday, 16th April 2014 to get our special Early Bird rate of £45 + VAT

Full price - £90 plus VAT

Further special offer for golfers; 9-holes for £5 after the workshop...

What does the price include?

Price includes:

- networking lunch
- training manual PLUS
- a FREE 2-hour follow-up session conducted back in your Organisation (worth over £150)

What will the Workshop Cover?

The workshop will take you through the process of recruiting staff and what you need once your employee starts working for you and will cover:

- **Recruiting Staff**
 - Equalities Act 2010
 - writing job adverts
 - job descriptions
 - shortlisting and interviewing
- **Employing Staff**
 - Employees v. Workers v. Self-employed
 - Terms and Conditions of employment and legal requirements
- **Policies**
 - What policies do I need?
- **Employment Law**
 - Working Time Regulations
 - Employment Rights Act(s)
 - Data Protection Act
- **Future Scoping**
 - What do I need to think about in the future?
 - Auto-enrolment – what is this?
 - Flexible working...

Interested??? See contact details and booking information below...

Booking Form

Name: _____

Company: _____

Position: _____

Address: _____

Postcode: _____

E-mail: _____

We will add your e-mail address to our database to send you information about other training courses and services in the future, please tick the box if you **do not** wish to receive this information.

☎ Daytime: _____

☎ Mobile: _____

Do you have any special dietary/other requirements:

Yes

No

If yes, please provide details:

Payment Details:

Please note, payment in full is required 7-days prior to the date of the workshop. Cheques should be made payable to: Helen Smith HR & OD Consultancy Services Limited.

'Early Bird'

Full Price

Payment Options:

Cheque Enclosed

Invoice:

Terms and Conditions

1. Payment Terms

Our standard payment terms are that payment should be made along with the booking. However, if payment by invoice has been agreed, the payment needs to be made 21-days from the date of the invoice or prior to the date of training, whichever is sooner.

2. Course Bookings

By proceeding with a making a booking, you are committing to a place on the stated course. Bookings can be submitted via e-mail to bookings@crescitahr-od.co.uk alternatively, bookings can be sent by post to: Crescita HR & OD, 11 Normandy Close, Kempston, Bedford, MK42 8TE. Telephone bookings can also be taken, but must be followed up in writing.

3. Cancellations

Should circumstances mean that you have to cancel your place; then the following charges will apply:

- More than four weeks prior to the course date – no charge
- Two to four weeks prior to the course date – 50% of the course fee
- Less than two weeks prior to the course date – full fee

NB – cancellations must be made in writing and received by Crescita HR & OD by the due date.

4. Transfers

In some cases, it may be possible to transfer your booking to another course and you should contact Crescita HR & OD if you wish to discuss this option. Alternatively, you may send a substitute in your place and you should advise us if you intend to do this 24-hours prior to the course date, particularly if the substitute delegate has any special requirements that we may need to take account of.

5. Non-attendance

If you do not attend a course and you have not previously informed us, the full course fee remains payable.

6. Unforeseen Circumstances

On occasion, unforeseen circumstances may require us to cancel a course. In such cases, you will be given as much notice as possible and either a free transfer to another course date or a full refund of fees paid. We will not be liable for any other costs incurred even if we were advised of these costs.

Wherever possible, we will aim to give 10-days notice of any cancellations and we recommend that you do not make travel arrangements before this time. Any travel or other costs incurred are entirely the delegate's responsibility.

7. Joining Instructions

We will send out joining instructions one week prior to the course; details will be sent to the e-mail address given unless otherwise request and we would therefore ask that you ensure that this is correct.

Data Protection Notice

We, Crescita HR & OD, are required to comply with the provisions of the Data Protection Act 1998 in relation to how we handle personal data which we obtain from you. Any personal or sensitive personal data gathered will only be used in the context of the training delivered and for the purposes of monitoring. In disclosing your personal details to us, you agree that we may process your data in the ways specified.

For Further Information:

☎ 01234 301690/07947 012893

✉ info@crescitahr-od.co.uk

✉ bookings@crescitahr-od.co.uk
(for bookings)

🌐 www.crescitahr-od.co.uk

We look forward to hearing from you...

