



**Business Training Experts**

## Labour Law

### Programme Overview

- Understand the responsibilities and requirements required by law at every stage of the recruiting and employment practices.
- Learn best practice policies and procedures in meeting the employment standards required by law.

### Programme Outline

#### Recruitment and Selection

- Job descriptions and advertising
- Illegal interview questions
- Transparency– the selection decision and note-taking
- Employment permits
- The employment contract - permanent, fixed term, casual

#### Company Policies and Procedures

- Policy development guidelines
- Harassment - sexual, racial, bullying
- Safety policy statement and risk assessment

#### Terms and Conditions of Employment

- Overview of acts - national minimum wage...

...organisation of working time, protection of young persons, payment of wages, equal status

- Overview of leave entitlements - annual leave, parental leave and force majeure, maternity leave, adoptive

#### and carers leave Disciplinary

- Most common disciplinary issues
- Best practice policies and procedures
- Unfair and wrongful dismissal
- Termination of employment

Optimum Results Ltd  
The Business Centre,  
Blackthorn Business Park  
Coe's Road  
Dundalk  
Co Louth

Tel: +353 42 9333033  
Email: [info@optimumresults.ie](mailto:info@optimumresults.ie)  
Web: [www.optimumresults.ie](http://www.optimumresults.ie)

