

### Terms and conditions

**Cancellations / Substitutions**  
 Verbal cancellations cannot be accepted. Cancellations received more than 14 days prior to the event will be refunded in full subject to an administration fee of £25.00. Cancellations received less than 14 days prior to the event will be subject to a full charge unless Morgan Cole confirms in writing (which includes email) that your reserved place has been reallocated. **Failure to attend the event will also be subject to a full charge.** Should you be unable to attend, a substitute delegate may attend in your place but this must be confirmed in writing at least two days prior to the event.

### Payment

All reserved delegates will be invoiced, unless a cancellation notice has been received in accordance with our cancellation policy for this event. All payments (either by cheque or bank transfer) should be accompanied by the remittance advice provided with the invoice. Reduced price applies to clients of Morgan Cole whose organisations have paid for legal services in the 18 months prior to the date of registration.

### Speakers

Morgan Cole reserves the right to change the conference speakers in the case of illness or other conditions beyond its control. The advertised programme is also subject to change where speakers are unavailable to deliver the proposed presentation.

### Demand

All events are subject to demand and may be cancelled upon 48 hours notice.

### Your information:

Information supplied to Morgan Cole is held and used in connection with the provision of its services, the administration of its business and to keep clients and contacts informed of publications and events which may be of interest to you. If you would like to be removed from our database, please tick the box

name: \_\_\_\_\_

position: \_\_\_\_\_

organisation: \_\_\_\_\_

address: \_\_\_\_\_

telephone: \_\_\_\_\_

email:\* \_\_\_\_\_

**\*PLEASE NOTE: confirmation of place(s) being held will be sent by email.**

### Breakfast clubs

I would like to reserve \_\_\_\_\_ place(s) at £15.00 plus VAT each at the following event:

- Reading, Thursday 2 February
- Cardiff, Thursday 2 February
- Oxford, Friday 3 February
- Swansea, Friday 3 February

### Training sessions

I would like to reserve \_\_\_\_\_ place(s) at £95.00 plus VAT each at the following event:

- Steps towards diversity, Thursday 26 January, Bridgend

\*\*\*Existing clients of Morgan Cole may register two delegates for £150.00\*\*\*

I would like to reserve \_\_\_\_\_ place(s) at £299.00 plus VAT each at the following event:

- Managing employee ill-health, Thursday 16 February, Cardiff
- Countdown to age discrimination, Thursday 25 May, Cardiff
- Countdown to age discrimination, Thursday 8 June, Oxford

\*\*\*Existing clients of Morgan Cole may register two delegates for £500.00\*\*\*

Additional delegate details:

Delegate 2: \_\_\_\_\_

Email: \_\_\_\_\_

Delegate 3: \_\_\_\_\_

Email: \_\_\_\_\_

special requirements:

If you have any special requirements, such as wheelchair access or dietary needs, please let us know:

**Please return to Stacey Hapgood by fax, email or post**

Fax: 0870 366 2653  
 Email: stacey.hapgood@morgan-cole.com  
 Post: Morgan Cole, Apex Plaza, Forbury Road, Reading RG1 1AX



employment, pensions & benefits

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## welcome

Welcome to our Winter/Spring 2006 programme of events designed to help you understand the legal issues surrounding human resources management and diversity. This programme has been devised in consultation with our clients and includes a topic ever in demand: managing employee ill-health.

The programme also includes the opportunity for you to set the agenda at our Breakfast Clubs (the topic for each event is agreed in discussion with the attendees at previous events) and to meet and share ideas and best practice with like-minded professionals.

In addition, we have continued our special offer for those of you who are clients of Morgan Cole whereby you can register extra delegates at reduced prices.

If you have an interest in a particular topic not currently catered for in this programme, our team of experienced lawyer trainers can provide in-house training tailored for your requirements on a whole range of employment topics including performance management, preparing for an Employment Tribunal and preventing bullying and harassment.

They can also provide regular training clinics, informally, on an in-house basis, dealing with topics such as the use of fixed term contracts or agency workers; and the practical issues arising from a TUPE transfer. This can be a very cost effective way for you to train your teams. I would be delighted to discuss your training requirements with you – please feel free to contact me on the number below.

We look forward to seeing you at the events.

With best wishes

Anna Denton  
 Dedicated Trainer  
 029 2038 5393  
 anna.denton@morgan-cole.com

Morgan Cole's regular informal Breakfast Clubs take place in Oxford, Reading, Swansea and new for 2006, in Cardiff. The events commence with breakfast at 7.30am, followed by an interactive training session which finishes at 9.30am, so that you can get back to the office in good time for the day ahead. For just £15 + VAT per delegate, each session focuses on upcoming legislation, the latest cases and other topical issues surrounding employment law.

The topic for each session is selected using feedback from previous attendees. Recent sessions have discussed:

- a guide to the statutory minimum disciplinary procedure
- disability discrimination
- sickness absence
- flexible working
- holiday entitlements

The next set of breakfast clubs will cover the following topics:

#### **An overview of legal developments from 2005 and expected in 2006**

- Reading: Thursday 2 February
- Oxford: Friday 3 February

#### **A guide to the statutory grievance procedure:**

- Cardiff: Thursday 2 February
- Swansea: Friday 3 February

## training sessions

### **Steps towards diversity**

An interactive workshop aimed at HR and diversity specialists who want to gain an understanding of the Age Discrimination legislation which is due to come into force in 2006 and recent changes in diversity law generally. We are delighted to have guest speakers from ACAS. This seminar will cover:

- the areas of current practice which age discrimination is likely to impact on
- the practical steps employers are going to need to take to prepare
- the up-to-date position in other areas of discrimination law including: key cases and developments, the first cases on religion, belief and sexual orientation, guidance on recruitment, and disability discrimination changes.

**Thursday 26 January,  
Bridgend**  
9.30am and 12.30pm  
£95 + VAT per delegate



### **Managing employee ill-health**

Back by popular demand, this training session is aimed at anyone who has to manage the thorny issue of employee ill health and stress. The training will follow an interactive format – following an employee throughout his employment, starting with pre-employment screening and finishing with ill-health retirement.

Other topics to be covered during the day include:

- managing short term absence
- return to work interviews
- managing stress
- dealing with associated alcoholism problems
- permanent Health Insurance schemes
- the implications of the Disability Discrimination Act.

### **Countdown to age discrimination**

**PLEASE NOTE: As the legislation for the Age Discrimination Act has not yet been finalised (as of 21 February 2006), we have taken the decision to move the dates of the training sessions to those indicated on the right.**

The Age Discrimination Act will come into force in October 2006. This workshop will be your opportunity to get to grips with what the new legislation entails and the changes your organisation will need to make to ensure compliance. Using case examples from Ireland where the Act has been in force for some time, this session will address where employers have run into difficulties and propose how those issues could have been avoided. The session will cover:

- recruitment and promotion best practice
- benefits and contractual issues
- retirement policies

For further details, please visit: [www.morgan-cole.com/employment](http://www.morgan-cole.com/employment)

**Thursday 16  
February, Cardiff**  
9.30am – 4.30pm  
£299 +VAT per  
delegate

**Thursday 25 May,  
Cardiff**  
**Thursday 8 June,  
Oxford**

9.30am – 4.30pm  
£299 +VAT per  
delegate

