

Employee consultation - what it means in practice

Course overview

This course will focus on what is meant by consultation and consider the business benefits of effective employee consultation. It will provide people with a brief overview of the ICE Regulations and what organisations are obliged to do from a legal point of view. We will then look at some different methods of consultation including some practical ideas for setting up an Employee Forum, along with some dos and don'ts.

Who should attend?

Anyone interested in improving their staff consultation processes or who wants to set up an Employee Forum. Senior managers and managers who have responsibility for managing staff and who have not yet responded to the ICE Regulations.

Outcomes

- An understanding of what is meant by consultation and why it is important
- An understanding of what the ICE Regulations mean for your organisation
- Practical suggestions for putting into place consultation processes including setting up an Employee Forum.

Benefits of attending

- Ensures companies are conforming to legislation and know how to respond to a request for information and consultation
- Will help organisations be proactive rather than reactive in terms of the legislation
- Will help organisations foster a more consultative approach which will lead to other rewards such as improved staff morale, reputation as an employer etc.

Cost: £120+VAT

Early booking fee for bookings made one calendar month before the course **£95+VAT**

Date: Thursday 4 December 2008 9.30-12.30
Thursday 5 February 2009 9.30-12.30

Venue: Central Bristol (tbc)

For more information contact Nicola Woodhall on 0117 915 4552 or at training@perfectcircleuk.com.

To book a place complete and return the booking form below.

BOOKING FORM

Employee consultation - what it means in practice

Delegate details

Title:	First name:
Surname:	
Organisation:	
Job title:	
Address:	
City:	Post code:
Telephone:	Fax:
Email:	

Course date
<input type="checkbox"/> Thursday 4 December 2008 <input type="checkbox"/> Thursday 5 February 2009

Fee <input type="checkbox"/> Early booking fee £95+VAT Applies to bookings made one calendar month before the course <input type="checkbox"/> Standard booking fee £120+VAT Applies to bookings made less than one calendar month before the course	Payment method <input type="checkbox"/> CHEQUE Please make cheques payable to Perfect Circle Communications <input type="checkbox"/> INVOICE Please invoice my company. Purchase order number: _____
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Signed: _____	Date: _____
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Special dietary requirements: _____

Special needs: _____

Please return this booking form to:

Training Administrator
Perfect Circle Communications
Park House
10, Park Street
Bristol
BS1 8HX

On receipt of payment you will be sent email confirmation of your booking.
Full details will be emailed two weeks before the start of the course.

For more information contact Nicola Woodhall on 0117 915 4552 or at training@perfectcircleuk.com.

Cancellations: All cancellations must be made in writing to the above address. Cancellations made two weeks before the course start date will incur a 25% administration fee. Cancellations made less than two weeks before the start date will not receive a refund.