Managing People, Managing Risk
- Employment Law for the Front Line

by SNEF Corporate Learning Centre and Kinexus Legal LLC



Why this training

- As key stakeholders, employees in a supervisory/leadership ("**People Managers**") are often at the forefront of employee grievances and employer-employee disputes. Hence, how well People Managers deal with people matters can affect an organisation's legal risks. Corporates are increasingly realising this and are equipping People Managers with the relevant knowledge and skills to proactively manage these risks. Importantly, with the Workplace Fairness legislation set to take effect soon, it is also timely to skill People Managers to deal with these issues.

- This session is designed to equip People Managers with knowledge of common employment law pitfalls and risks (such as managing workplace discrimination and harassment, performance appraisals and misconduct, grievances, exiting personnel etc), and practical skills to manage them.

Target Audience

- Non-HR persons with supervisory responsibilities e.g. senior executives, heads of department, team leads and managers.

- HR personnel, with or without supervisory responsibilities.

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Key Takeaways

1. **Managing legal risks in Workplace Discrimination**
    - What constitutes workplace discrimination, including the legal developments and enforcement climate
    - What are the common pitfalls leading to discrimination claims (e.g. at a job interview or during performance management and dismissals)
    - What role they play as a People Manager in navigating the above and managing legal risks
2. **Managing legal risks in Workplace Bullying and (Sexual) Harassment**
    - What constitutes workplace bullying and harassment (including sexual harassment) and its penalties under different laws
    - How workplace bullying and harassment commonly arise and grey areas
    - What role they play as a People Manager in navigating the above and managing legal risks
3. **Managing legal risks in Grievances-Handling**
    - What are the elements of proper grievance handling
    - How to manage common pitfalls at the point of the incident, during investigation and post-investigation
    - What role they play as a People Manager in navigating the above and managing legal risks
4. **Managing Appraisals, Improvement Plans and Due Inquiries**
    - What are the common types of termination; and what is wrongful termination
    - What are the common pitfalls leading to wrongful termination, and the best practices in conducting performance appraisals, performance improvement plans and due inquiries to mitigate risks
    - What constitutes constructive dismissal and how it can arise without employers being aware
    - What role they play as a People Manager in navigating the above and managing legal risks
5. **Managing practical and legal issues when Exiting Employees**
    - What are the common types of practical issues arising during a team member's exit (e.g. lack of notice period, incomplete/unsupervised handover, discovery of damage and loss, references)
    - What is the law on confidentiality, and protecting confidential information (e.g. via garden leave and restraint of trade clauses)
    - What role they play as a People Manager in navigating the above and managing legal risks
6. **Case Study:** Attendees will work in teams on a case study to discuss and apply their learning.

Methodology

The session will be delivered through interactive classroom teaching, combining real-world cases, discussions and collaborative problem-solving. Learners will examine employment law cases from the news, share experiences and challenges in small group discussions, and work in groups on customised case studies, to identify legal issues and apply learned concepts to practical scenarios. This engaging approach fosters active learning, encourages peer-to-peer sharing, and enhances deeper understanding of employment law principles.

Trainer: Alvin Tan Yong Joon

- As a lawyer, he has had years of practical experience advising on a wide spectrum of legal issues, including on Employment law. As a legal training specialist, he is one of few lawyers who provides dedicated legal training services to corporates. He has also trained employees at all levels from personnel on the ground to the board level.
- He is also Adjunct Lecturer at the SMU Lee Kong Chian School of Business and Associate Lecturer at the SMU Academy. He has received the highly competitive 'Outstanding Adjunct Award' by SMU, acknowledging his impact in effective industry knowledge transfer via classroom training. His courses at the SMU Academy have consistently received ratings ranked amongst the top.
- He is also one of few lawyers who is AITP-certified (Legal Sector), which means he is a certified adult educator for the legal industry.

Schedule | Venue | Fees

29 Oct, 9am-5pm | SNEF @ Paya Lebar Square
SNEF Member/Non-member: $708.50 after 9% GST



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