

# Hugh James 2012/2013 Training Calendar



February 2012						
		1	2 Disciplinary and Grievance	3 HJ/WQC Partnership: Data Protection	4	5
6	7 Efficient Time Management	8	9 HJ/TSW Employment Law Essentials	10	11	12
13	14	15	16 Negotiation Skills	17	18	19
20	21	22	23 Recruitment Skills HJ/WQC Dispute Resolution	24	25	26
27	28 Employment Tribunal	29 Breakfast Seminar: Sickness and Absence				

March 2012						
			1 Certificate in Employment Law	2	3	4
5	6 Performance Management HJ/WQC Employment Law Essentials	7	8 Coaching and Mentoring	9	10	11
12	13	14	15	16	17	18
19	20	21	22 HJ/TSW Recruitment	23	24	25
26	27 TUPE & Outsourcing	28	29	30 HJ/ TQS Sickness and Absence	31	

April 2012						
						1
2	3 Employment Law Updates	4	5	6	7	8
9	10 Networking	11	12	13	14	15
16	17 Sickness and Absence	18	19 HJ/TSSW Handling Sensitive Issues	20	21	22
23	24 Stress Prevention and Management	25	26	27	28	29
30						

May 2012						
	1	2	3	4	5	6
7	8	9	10 Giving an Effective Presentation	11	12	13
14	15 Under Surveillance: Data Protection	16	17 Interviewing Skills DVD HJ/TSW Partnership: Law and Diversity	18	19	20
21	22	23	24	25	26	27
28	29 HJ/Wales Quality Centre Partnership: having difficult and crucial conversations	30 Breakfast Seminar: Internet, Email and Social Media, use and abuse	31			

June 2012						
				1	2	3
4	5	6	7 HJ/Wales Quality Centre Partnership: regulatory requirements	8	9	10
11	12	13	14 NPL Achieving Excellence	15	16	17
18	19 Conducting Investigations	20	21 HJ/TSW Partnership: stress	22	23	24
25	26 Positive Influencing and Assertiveness	27	28 Avoiding Ostrich Syndrome: having difficult conversations	29	30	

July 2012						
						1
2	3 Efficient Time Management	4	5 Disciplinary and Grievance DVD	6	7	8
9	10 Family Friendly Rights: an employer's friend or foe	11	12	13	14	15
16	17 Managing Restructures	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2012						
		1	2	3	4	5
6	7 Recruitment Skills: how to get the right people	8	9	10	11	12
13	14	15	16 The Pitfalls and Grievance DVD	17	18	19
20	21	22	23	24	25	26
27	28	29	30 Negotiation Skills	31		

September 2012						
					1	2
3	4 Certificate in Employment Law: Hugh James Employment Law Essentials	5	6	7	8	9
10	11	12 Breakfast Seminar –Diversity	13 Performance Management DVD	14	15	16
17	18 Coaching and Mentoring	19	20 HJ/TSW Partnership: Sickness and Absence	21	22	23
24	25 TUPE & Outsourcing	26	27	28	29	30

October 2012						
1	2	3	4	5 Employment Law Update (in conjunction with Wales Quality Centre)	6	7
8	9	10	11 Networking	12	13	14
15	16 Sickness and Absence DVD	17	18 HJ/TSW Partnership: Performance Management	19	20	21
22	23 Stress Prevention and Management	24	25 Discrimination: Rights & Responsibilities	26	27	28
29	30	31				

November 2012						
			1	2	3	4
5	6	7	8 Under Surveillance: Data Protection	9	10	11
12	13	14	15	16	17	18
19	20	21	22 Interviewing Skills DVD	23	24	25
26	27	28	29 Giving an Effective Presentation	30 Breakfast Seminar: Annual Employment Law Update		

December 2012						
					1	2
3	4	5	6	7	8	9
10	11 Avoiding Ostrich Syndrome: having difficult Conversations	12	13 Positive Influencing and Assertiveness Skills	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2013						
	1	2	3	4	5	6
7	8	9	10 Conducting Investigations	11	12	13
14	15	16	17 Family Friendly Rights: an employer's friend or foe?	18	19	20
21	22	23	24 Managing Restructures	25	26	27
28	29	30	31			

February 2013						
				1	2	3
4	5 Disciplinary and Grievance	6	7	8	9	10
11	12	13	14 Efficient Time Management	15	16	17
18	19	20	21 Negotiation Skills	22	23	24
25	26 Recruitment Skills	27	28 The Pitfalls and Perils of the Employment Tribunal DVD			

March 2013						
				1	2	3
4	5 Certificate in Employment Law	6	7	8	9	10
11	12	13	14 Performance Management	15	16	17
18	19 Coaching and Mentoring	20	21	22	23	24
25	26	27	28	29	30	31

**For Further information and contact:**



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