



Presented by
Falconbury

Understanding and Navigating the Employment Tribunal Process for Line Managers

11 December 2024

+ 30 April 2025, 8 September 2025

Thousands of claims are put before the Employment Tribunal every year. Do you have a clear understanding of the process and how best to approach it?



Format:
Live online



CPD:
3 hours for your records



Certificate of
completion

Course overview

Each year thousands of claims are made to the Employment Tribunal. Due to the volume of cases most HR professionals and people managers will be required to address a Tribunal at some stage in their career. This course will give you a practical and clear understanding of the employment tribunal process and how best to approach it.

The process starts with the potential claimant engaging with Acas Early Conciliation. How does the employer respond to this process? Should the employer settle, or should the employer refuse? The expert trainer will explore this crucial part of the process and how it can impact your decision-making process.

If settlement is not successful, the claimant can go ahead and claim to the Employment Tribunal. This course will walk you through the process, explaining how to respond to the initial ET1, and then how to prepare for the Tribunal itself. It will explain what is required in preparing a bundle of documents and witness statements.

The trainer will then look at the hearing, what happens, and what preparations should be made by the employer. The course will consider particular issues that can arise and how to address them for the best outcome. Finally, we will consider what to do once the judgment has been received, and if an appeal could be made and, if so, what the next steps should be.

The expert trainer will refer to real-life case examples throughout the course to help embed the learning. There will also be time for you to ask your specific questions during the course.

Benefits of attending

By attending this course you will:

- **Understand** the Acas Early Conciliation process
- **Learn** how to complete and submit the ET1 and ET3 documents
- **Get to grips** with gathering evidence and collating relevant documents
- **Expand** your knowledge of how a Tribunal hearing works and what to expect on the day
- **Explore** the types of award that might be granted
- **Examine** potential grounds for appeal and next steps

Who should attend?

This course has been specifically designed to give attendees a clear and practical understanding of the employment tribunal process. It is relevant for all people managers and HR personnel. Everyone who has a people management responsibility should be fully equipped with this knowledge.

Programme

Engaging with Acas Early Conciliation and deciding whether to settle

The ET1 and ET3 documents

- How to complete and submit the documents

Witness statements and bundles

- Gathering evidence
- Relevant documents

Other issues relating to preparation

- Asking for further and better particulars

What happens in a Tribunal hearing?

- Preliminary hearing
- Full hearing
- Remedy hearing

Receiving the judgment

- How decisions are made and communicated
- Types of award: compensation / reinstatement

Potential appeals

- Grounds for appeal and the process

Presenter



Kathy Daniels

Professor Kathy Daniels retired from Aston University in the summer of 2024. Whilst at the University she held a number of managerial roles, latterly Associate Pro-Vice Chancellor (Engagement). Prior to joining Aston University Kathy held a number of senior roles in HR in the manufacturing sector. Kathy runs her own consultancy, writing, talking and advising – primarily in the area of employment law. She has written a number of books, including a textbook on employment law soon to be in its seventh edition. She is a member of the Employment Tribunal, sitting in Birmingham.

Course dates

11 December 2024

Live online

13:30-17:00 **UK (London)** (UTC+00)

Course code 15331

GBP **249** ~~299~~

EUR **359** ~~429~~

USD **411** ~~489~~

Until 06 Nov

30 April 2025

Live online

13:30-17:00 **UK (London)** (UTC+01)

Course code 15332

GBP **249** ~~299~~

EUR **359** ~~429~~

USD **411** ~~489~~

Until 26 Mar

8 September 2025

Live online

13:30-17:00 **UK (London)** (UTC+01)

Course code 15333

GBP **249** ~~299~~

EUR **359** ~~429~~

USD **411** ~~489~~

Until 04 Aug

How to book



Online:

ipi.academy/2956

Alternatively contact us to book, or if you have any queries:



Email:

info@ipi.academy



Phone:

[+44 \(0\)20 7749 4749](tel:+442077494749)

Discounts

- Booking more than one delegate on any one date qualifies for a **15% discount** on the second and subsequent places.
- Most events qualify for an **early booking discount** prior to 6 weeks before the course date. Be sure to check on our website, where the latest discounts will be shown.

Further information

Fee

The fee includes all meals and refreshments for the duration of the course (for venue-based courses) and a complete set of course materials (provided electronically). If you have any particular requirements, please advise customer services when booking.

Please note

IPI Academy (and our training partners) reserve the right to change the content and timing of the programme, the speakers, the date and venue due to reasons beyond their control. In the unlikely event that the course is cancelled, we will refund the registration fee and disclaim any further liability.

Terms and conditions

The rest of our terms, the event cancellation policy and the terms and conditions are on our website, please visit ipi.academy/content/terms-and-conditions

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IPI
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IPI Academy is a training initiative of Falconbury and Management Forum; leading providers of industry training for over 30 years, based in the UK.

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