



## EMPLOYMENT LAW

### Programme Overview

- ❑ Disciplinaries and Grievances – The implementation and management of disciplinary and grievance procedures
- ❑ Managing Sickness Absence – Understanding processes and procedures to effectively and legally manage sickness absence and mental health issues
- ❑ Staff Recruitment – The key principles of staff recruitment and retention, relevant legislation and good practice
- ❑ Annual Performance Reviews and Performance Management – How to implement compliant systems to get the best from your employees
- ❑ Employment Tribunals – What an ET looks like. What you will be required to produce. What the claimant is entitled to obtain and the likely time, resources and costs

### Who is this Certificate suitable for?

- ❑ Golf Club Managers
- ❑ Deputy Golf Club Managers aspiring to become Golf Club Managers
- ❑ Operations Managers, Department Heads or similar roles
- ❑ Honorary Secretaries

### Learning and Development Outcomes for YOU and YOUR CLUB

Through a series of interactive and practical workshops, you will develop the skills and knowledge that a high-performing Golf Club Manager must have to understand and manage Employment Law procedures and practices and ensure compliance and good practice in employee relations:

Understanding the essentials of Employment Law is a crucial component for maintaining productivity, employee wellbeing, and organisational success.

This programme offers practical strategies to navigate the complexities of disciplinary procedures, employee performance, sickness absence and dealing with the challenge of staff recruitment and retention.



### in Finance, Compliance and Risk Management

- ❑ This Certificate forms part of the GCMA Advanced Management Award in Finance, Compliance and Risk Management

### Other Certificates in this Award

- ❑ Finance & Accounts Management
- ❑ Health & Safety Management