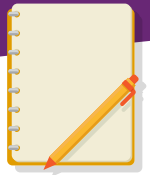



Webinar & E-Learning Schedule - January 2019



Hosted by some of the most knowledgeable and renowned professionals in their respective fields, Croner's Webinar & E-Learning sessions cover HR and health & safety basics, right through to specialised training sessions including relevant legislation and key case law.

Winter Risks

- Slips Trips & Falls
- Winter Driving
- Working Outdoors
- Personal Protective Equipment (PPE)
- Frequently Asked Questions


 **10:00 - 11:00**
Friday 4th January


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Basic Employment Practise - Part 1

Recruitment procedures and getting the right person:

- Job Descriptions
- Person Specifications
- Advertising
- Shortlisting
- Interviewing
- Discrimination


 **10:00 - 11:00**
Wednesday 9th January


 **10:00 - 11:00**
Thursday 10th January

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Basic Employment Practise - Part 2

- Management of employees
- Ensuring employees perform effectively and take appropriate action when performance or conduct falls short
- Termination of employment
- Ensuring termination is based on fair decisions and a fair procedure


 **10:00 - 11:00**
Wednesday 16th January

 **10:00 - 11:00**
Thursday 17th January

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Lone Working

- Definition of Lone Working
- Legal Requirements
- Assessing the Risks

 **10:00 - 11:00**
Friday 25th January

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FREE to all
Croner Clients

To register your interest for any of the above webinars or to be added onto the mailing list please email elearning@croner.co.uk