

Acas East Midlands Training Programme

October 2016 - March 2017

Date	Location	Event	Full/Half day	Cost no VAT payable
31/01/2017	Derby	Acas Comes to..... Derby	Half Day	£0.00
08/02/2017	Northampton	Acas Comes to..... Northampton	Half Day	£0.00
21/02/2017	Worksop	Acas Comes to..... Worksop	Half Day	£0.00
1 st , 2 nd , 3 rd , 9 th & 10 th November 2016	Nottingham	CIWM – Certificate in Internal Workplace Mediation	5 Days	£1995.00
7 th , 8 th , 14 th , 15 th & 16 th March 2017	Northampton	CIWM – Certificate in Internal Workplace Mediation	5 Days	£1995.00
17/11/2016	Nottingham	Anti-Bullying week special seminar	Half day	£105.00
10/01/2017	Nottingham	Behaviours at Work – Understanding the Unacceptable	Half day	£105.00
23/11/2016	Leicester	Changing a Contract of Employment	Half day	£105.00
24/01/2016	Northampton	Changing a Contract of Employment	Half day	£105.00
27/10/2016	Mansfield	Conducting Disciplinary Hearings	Full day	£245.00
03/11/2016	Derby	Conducting Disciplinary Hearings	Full day	£245.00
22/11/2016	Northampton	Conducting Disciplinary Hearings	Full day	£245.00
29/11/2016	Nottingham	Conducting Disciplinary Hearings	Full day	£245.00
22/02/2017	Nottingham	Conducting Disciplinary Hearings	Full day	£245.00
08/03/2017	Lincoln	Conducting Disciplinary Hearings	Full day	£245.00

18/10/2016	Northampton	Conducting Investigations	Full day	£245.00
16/11/2016	Nottingham	Conducting Investigations	Full day	£245.00
24/11/2016	Nottingham	Conducting Investigations	Full day	£245.00
13/12/2016	Leicester	Conducting Investigations	Full day	£245.00
02/02/2017	Derby	Conducting Investigations	Full day	£245.00
28/02/2017	Nottingham	Contracts of Employment – How to get it right	Half Day	£105.00
23/02/2017	Northampton	Discipline & Grievance – The Essential Day	Full day	170.00
25/10/2016	Leicester	Employee Consultation Representative Training	Full Day	£245.00
30/11/2016	Nottingham	Employee Consultation Representative Training	Full Day	£245.00
04/10/2016	Mansfield	Employment Law Update – Autumn 2016 Series	Half Day	£105.00
11/10/2016	Northampton	Employment Law Update – Autumn 2016 Series	Half Day	£105.00
25/10/2016	Leicester	Employment Law Update – Autumn 2016 Series	Half Day	£105.00
11/10/2016	Derby	Equality, Diversity and Discrimination: The Essentials	Half day	£105.00
22/11/2016	Leicester	Equality, Diversity and Discrimination: The Essentials	Half day	£105.00
25/01/2017	Nottingham	Equality, Diversity and Discrimination: The Essentials	Half day	£105.00
23/03/2017	Lincoln	Equality, Diversity and Discrimination: The Essentials	Half day	£105.00

11/10/2016	Nottingham	Essential Skills for Line Managers	Full day	£170.00
18/10/2016	Lincoln	Essential Skills for Line Managers	Full day	£170.00
10/11/2016	Leicester	Essential Skills for Line Managers	Full day	£170.00
29/11/2016	Mansfield	Essential Skills for Line Managers	Full day	£170.00
01/12/2016	Nottingham	Essential Skills for Line Managers	Full day	£170.00
10/01/2017	Derby	Essential Skills for Line Managers	Full day	£170.00
17/01/2017	Lincoln	Essential Skills for Line Managers	Full day	£170.00
07/02/2017	Leicester	Essential Skills for Line Manager	Full day	£170.00
22/02/2017	Lincoln	Essential Skills for Line Manager	Full day	£170.00
09/03/2017	Nottingham	Essential Skills for Line Manager	Full day	£170.00
15/12/2016	Nottingham	Gender Pay Reporting	Full day	£170.00
15/02/2017	Leicester	Gender Pay Reporting	Full day	£170.00
14/03/2017	Northampton	Gender Pay Reporting	Full day	£170.00
21/03/2017	Nottingham	Getting the best from your workplace – Engaging with staff	Full day	£235.00
18/10/2016	Derby	Having Difficult Conversations	Full day	£245.00
06/12/2016	Nottingham	Having Difficult Conversations	Full day	£245.00
08/12/2016	Leicester	Having Difficult Conversations	Full day	£245.00
02/02/2017	Nottingham	Having Difficult Conversations	Full day	£245.00
20/10/2016	Mansfield	HR for Beginners	Full day	£170.00
08/11/2016	Nottingham	HR for Beginners	Full day	£170.00
24/11/2016	Worksop	HR for Beginners	Full day	£170.00
14/12/2016	Nottingham	HR for Beginners	Full day	£170.00
02/02/2017	Lincoln	HR for Beginners	Full day	£170.00

07/02/2017	Nottingham	HR for Beginners	Full day	£170.00
21/03/2017	Northampton	HR for Beginners	Full day	£170.00
22/03/2017	Nottingham	HR for Beginners	Full day	£170.00
17/01/2017	Northampton	I'm an employer... get me out of here – Mock Employment Tribunal	Half day	£105.00
15/11/2016	Leicester	Job Evaluation	Full day	£235.00
12/01/2017	Nottingham	Job Evaluation	Full day	£235.00
22/11/2016	Derby	Managing Absence at Work	Half day	£105.00
07/12/2016	Northampton	Managing Absence at Work	Half day	£105.00
08/02/2017	Nottingham	Managing Absence at Work	Half day	£105.00
29/03/2017	Leicester	Managing Absence at Work	Half day	£105.00
12/10/2016	Nottingham	Managing Change and Transformation in the workplace	Full day	£245.00
16/11/2016	Nottingham	Managing Conflict	Full day	£245.00
01/03/2017	Northampton	Managing Conflict	Full day	£245.00
13/10/2016	Northampton	Managing Discipline and Grievance	Half day	£105.00
20/10/2016	Worksop	Managing Discipline and Grievance	Half day	£105.00
15/11/2016	Nottingham	Managing Discipline and Grievance	Half day	£105.00
22/11/2016	Nottingham	Managing Discipline and Grievance	Half day	£105.00
23/11/2016	Mansfield	Managing Discipline and Grievance	Half day	£105.00
18/01/2017	Leicester	Managing Discipline and Grievance	Half day	£105.00
24/01/2017	Lincoln	Managing Discipline and Grievance	Half day	£105.00
15/11/2016	Derby	Mental Health Awareness for Employers	Full day	£245.00

01/12/2016	Lincoln	Mental Health Awareness for Employers	Full day	£245.00
21/02/2017	Northampton	Mental Health Awareness for Employers	Full day	£245.00
18/01/2017	Nottingham	Mock Mediation – A rare opportunity to see mediation in action	Half day	£105.00
07/12/2016	Nottingham	Negotiating Skills	Full day	£245.00
08/03/2017	Leicester	Negotiating Skills	Full day	£245.00
07/02/2017	Nottingham	New directions and business transformation – Acas East Midlands Annual Conference	Half day	£125.00
13/10/2016	Leicester	Pay and Wages: Getting it Right	Half day	£105.00
19/01/2017	Nottingham	Pay and Wages: Getting it Right	Half day	£105.00
26/10/2016	Nottingham	Performance Management and Appraisals – Who, what, how, when?	Full day	£245.00
30/11/2016	Leicester	Performance Management and Appraisals – Who, what, how, when?	Full day	£245.00
15/11/2016	Lincoln	Recruitment and Selection	Full Day	£170.00
11/01/2017	Leicester	Recruitment and Selection	Full Day	£170.00
26/01/2017	Northampton	Recruitment and Selection	Full Day	£170.00
17/01/2017	Derby	Redundancy and Restructuring – Managing the change and understanding the options	Full day	£170.00
21/02/2017	Nottingham	Redundancy and Restructuring – Managing the change and understanding the options	Full day	£170.00
24/11/2016	Nottingham	Stress in the Workplace	Half day	£105.00
23/02/2017	Leicester	Stress in the Workplace	Half day	£105.00

07/11/2016	Nottingham	Understanding TUPE: A practical guide to business transfers and outsourcing	Full day	£245.00
02/03/2017	Northampton	Understanding TUPE: A practical guide to business transfers and outsourcing	Full day	£245.00
19/10/2016	Nottingham	Working Effectively with Trade Unions	Full day	£245.00
09/02/2017	Northampton	Working Effectively with Trade Unions	Full day	£245.00

For further information or to reserve a place on the above courses, visit www.acas.org.uk/training or telephone customer services on **0300 123 1150**

Half day is usually 9.30am-1pm and Full day is usually 9.30am-4.30pm. Lunch and refreshments are provided at all venues. Parking arrangements can vary according to venue so please check your booking instructions carefully for more details.