



e-learning

# Employment law for managers

Every manager needs to have a good grasp of employment law, as this will guide their management style and enable them to base any decisions relating to their employees on the legal requirements. This course will teach you everything you need to know about employment law to be able to manage your employees effectively and confidently.

Booking Number: **34898**

Group of participants:  
All employees with management responsibilities in human resources, operations managers, heads of department, managers and aspiring managers. This online course on employment law for managers is ideal for onboarding new managers and for manager development programmes.

Duration: **approx. 1,5 hours**

Language:  

Unit price:

€ 49,- zzgl. MwSt. | € 58,31 inkl. MwSt.

Package prices from 50 licenses on request

## Learning objectives

- ✓ You will find out the maximum number of hours employees are legally permitted to work in a day and learn about the rules on breaks, rest periods, and working on Sundays and public holidays.
- ✓ You will learn how to deal with requests for parental leave and find out about the rules on extending and shortening parental leave.
- ✓ You will learn how best to issue warnings and write an effective written warning.
- ✓ You will find out about the different reasons and ways of dismissing someone and learn how to apply the rules for different types of dismissal and notice periods.
- ✓ You will learn how to use termination agreements properly and find out about the formal requirements and the obligations to provide information when dealing with termination agreements.
- ✓ You will learn about the different types of references and find out when you need to provide them.
- ✓ You will find out about the structure, layout and, most importantly, content requirements for any references you write.

## Contents

- General rules
- Maximum working hours
- Breaks and rest periods
- Management responsibilities
- Parental leave
  - Applying for parental leave
  - Part-time parental leave
  - Changes to employment contracts
- Warnings
  - Warning or dismissal?
  - Issuing a warning
- Dismissal
  - Reasons
  - Dismissing an employee
- Termination agreements
  - Structure of a termination agreement
  - Content of termination agreement
- References
  - Basic oder detailed reference
- Structure and layout of a reference
- Test employment law



Information on the web

[www.haufe-akademie.de/34898](http://www.haufe-akademie.de/34898)



Let us advise you

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