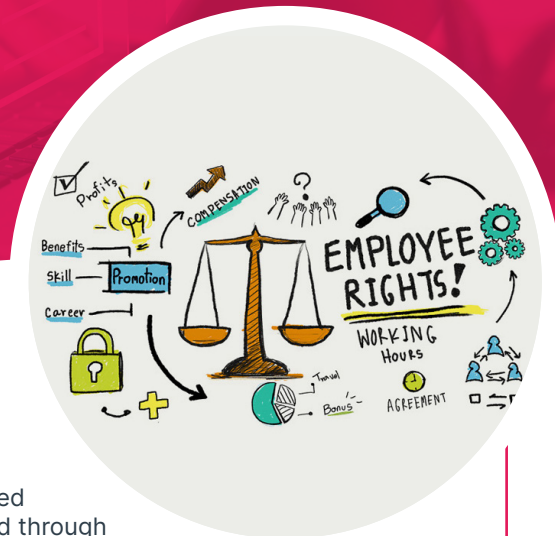


Employment Tribunal Claims: A Practical Guide to the Tribunal Process and HR's Role in Preparing and Presenting the Organisation's Defence

🕒 3 February 2026

🕒 9.30am – 4.30pm

📍 Location: Employers Federation Training Suite



Defending an Employment Tribunal Claim is one of the most challenging responsibilities for any Organisation. The process can be time-consuming and costly if not managed effectively. This highly practical course will be led by an experienced Solicitor / Tribunal Advocate. Participants will be walked through the full lifecycle of a Tribunal claim giving them a clear understanding of how Tribunals operate, what to expect at each stage of the process, and the vital role HR plays in supporting legal representatives, preparing documentation and presenting the Organisation's defence.



The programme will cover the following areas:

- **Employment Tribunal and Claims:** The role of the tribunal and the categories of claims. Understanding the process including: LRA Early -claim conciliation, Case Management Preliminary Hearings, final hearings and judgements
- **HR's role in Case Management:** HR's role from receipt of the claim to the final hearing. Liaising with internal teams and legal representatives
- **Discovery:** The range of documentation that must be disclosed and why it matters. Managing confidentiality and data protection
- **Witnesses:** Identifying case witnesses. The role of the witness in hearings; how to support witnesses draft Witness Statements that best present the evidence
- **Challenges:** Addressing common challenges, understanding where processes can go wrong, and what can HR do to help prevent this

Cost:

👤 Members £325pp + VAT | 👤 Non-Members £395pp + VAT

To secure a place, please contact
John Gibson at john@eefni.org. All bookings are subject to our Terms of Business attached.