

Session name: Employment Standards

Duration: 120 min

Hours/ Time	Topic/ Activity	Method and description of activity flow	Training materials needed (E.g. Handouts, PPTs, Video)	Materials needed	Trainers
120 min	Employment Standards - Case Studies	<p><u>Case Studies</u></p> <p><u>Option 1: Drafting a Contract</u> Build different case studies that illustrate various profiles of people who need to be employed under various kinds of contracts. Make sure the variables include all kinds of relevant aspects: types of contract, hours of work (including night work), compressed (shorter) working week aspects, averaging of ordinary and overtime hours, numbers of breaks in a day, remuneration issues, entitlements, paid sick leave, maternity/paternity/compassionate leave, etc. Make the cases complex enough; include grey areas and issues that you know from practice might be problematic or debatable.</p> <p>Divide participants into small groups of a maximum of five people and give each group a case, inviting them to discuss the main issues of the contract related to the aspects mentioned above and to draft a contract. Give them access to all the information they need in terms of legislation (an online document, written handouts, etc.). Your objective with these case studies is to give people the opportunity to apply the information to practical cases.</p> <p>Float around between working groups to assist, ask questions, etc. Discuss in plenary with each group, touching upon difficulties, decisions they had to make, grey areas, etc. You can have each group present their result. This is more time-consuming but provides the opportunity for checking the correct application of laws and for introducing content in a practical manner.</p> <p>Answer questions and offer brief input at the end to clarify if needed.</p> <p><u>Option 2: Find the Errors</u></p> <p>Build different case studies that illustrate various profiles of people who are employed and build a contract for each of them. Deliberately include mistakes in the contracts. Make sure the contracts and profiles are diverse and include variables related to all kind of relevant aspects: types of contract, hours of work (including night work), compressed (shorter) working week aspects, averaging of ordinary and overtime hours, numbers of breaks in a day, remuneration issues, entitlements, paid sick leave, maternity/paternity/compassionate leave. Make the cases complex enough; include grey areas and issues that you know from practice that might be problematic or debatable.</p> <p>Divide the group of participants into groups of a maximum of five people and give each group a case, inviting them to discuss the main issues of the contract related to the aspects mentioned above and to look for mistakes that have been made within these contracts/cases. Give them access to all the information they need in terms of legislation (an online document, written handouts, etc.). Your objective with these case studies is to give people the opportunity to apply the information to practical cases.</p> <p>Float around between working groups to assist, ask questions, etc. Discuss in plenary with each group, touching upon on difficulties, decisions they had to make, grey areas, etc. You can have each group present their result. This is more time-consuming but provides the opportunity for checking the correct application of laws and for introducing content in a practical manner.</p>	Case studies (one case/ small group) Information pack on legislation for each small group PPT with input	Laptop, screen, projector	2 trainers to support the individual and small-group work in terms of process, clarifications, etc.

		<p>Answer questions and offer brief input at the end to clarify if needed.</p> <p>Session FLOW:</p> <ul style="list-style-type: none"><li>• Introduction to the task, group division and handing materials for the case study: 10 min</li><li>• Small group work: analysis of the case/building of the contract – 30 min</li><li>• Plenary presentation of results and discussion – 50 min</li><li>• Q&amp;A and concluding Input – 20 min</li><li>• Buffer time: 10 min</li></ul>			
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