



Bespoke, quality training customised  
to meet your development needs

## Lexis® Learning In-House Training

Lexis® Learning In-House Training provides customised learning tailored to meet your organisational development goals



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LexisLearning In-House Training provides **tailored training solutions delivered at a location of your choice**. Using the combination of the experience of our conference and course trainers and the specific needs of your organisation, we can **deliver a cost effective training solution** in a format which best meets your organisational goals.

By using LexisLearning In-House Training, you will benefit from the expertise and knowledge that is associated with LexisNexis. Whether it is one-to-one coaching or group training for a small team or an entire department, LexisLearning In-House Training will provide you with a development programme to meet your business objectives.

“Excellent facilitator with appropriate and interesting activities.  
Well planned course, thank you.”


[Foreign and Commonwealth Office, Workplace Investigations](#)

Previous clients include:

CLYDE&CO



The Pensions Regulator



“Very useful! I thought the presentation was excellent - really helped me to understand the area more thoroughly, which will be very useful for my job. Really enjoyed it.”

The Pensions Regulator, Chapter 11 Bankruptcy

## Benefits of LexisLearning In-House Training include:

→ **A tailored solution to fit around your organisational needs**

Our product offering ranges from our off the shelf conferences or courses to creating a bespoke solution from scratch.

→ **Experienced trainers with in-depth knowledge**

We only select professionals who are not only experts in their field but also have extensive in-depth business-specific knowledge, with exceptional ability to communicate this to delegates.

→ **Better working practices and improved internal communications**

When training at a team level, achieve more than just training on the course subject area.

→ **Reduced costs**

Save money on costs associated with travel to training venues and time out of the office.

→ **In-depth evaluation**

Extensive feedback package following the training, with contributions from the facilitator as well as the participants.

### Areas we cover include:

- Employment law
- Legal
- Pensions
- Company commercial
- Private client
- Solicitors' practice management
- Intellectual property
- Leadership & personal development
- Health & safety

“Well informed, fantastic speaker, extremely useful.”

Clyde and Co, Employment Law Update

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To find out what training we can offer your organisation, please contact Neil Murray on tel: 020 7400 2559 or email: [neil.murray@lexisnexis.co.uk](mailto:neil.murray@lexisnexis.co.uk)



## Foreign and Commonwealth Office (FCO) Case Study

### The challenge

Provide employment law training to the FCO HR team, in particular address the investigation procedure in their disciplinary and grievances process. Ensure that the FCO's HR practitioners collect the relevant data and have a robust approach to data collection without skating over the surface.

### The Solution

After a consultation session we decided that our Workplace Investigations course would be ideal to meet the FCO's needs.

We selected one of our experienced trainers who specialises in delivering a range of practical employment law awareness training to HR professionals and line managers, and who regularly carries out investigations into both disciplinary and grievance matters.

The skeleton for the contents of the day's training were taken from our public course, and in consultation with the HR team, tailored the programme to ensure it was relevant and related to the work of the FCO's HR practitioners. The result of this consultative process was that the training would focus on five key areas: the role of investigations in the disciplinary or grievance process, the new ACAS code of practice, carrying out an investigation, interviewing witnesses and carrying out a disciplinary or grievance hearing.

### The benefits

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After the course the FCO could be confident that their HR practitioners would fully understand and be able to confidently apply investigation techniques and increase the depth and quality of their investigation process.

### The feedback

When we received the feedback forms from the delegates, we put together a feedback package for the client which summarised the answers to the questions on the feedback forms, such as how relevant did you find the training? How did you find the trainer? What are your future challenges? We used this information to suggest follow-up training (if any) and identified any remaining skills gaps the delegates might have.

We continue to keep in regular contact with the FCO and continue to assist with their training needs.

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### Lexis® Learning



Lexis® Learning blends face-to-face and online delivery to meet all of your professional development requirements in the most cost-effective and flexible way. For more information visit [www.lexislegalintelligence.co.uk](http://www.lexislegalintelligence.co.uk)