

Directors Responsibilities

A Company Director is personally responsible under both civil and criminal law to ensure a range of statutory requirements are fulfilled. Failure to meet these obligations can result in serious penalties. This two day course aims to help prospective or recently appointed Directors to understand their duties and encourage the adoption of best practice.

Day One examines the structure of a limited company and requirements of the Companies Act 1985, 2006 including changes introduced in 2009. The course covers taxation issues and general responsibilities under employment, health and safety and other law.

Day Two focuses on the duties of the Director as an employer. The workshop is designed to help companies recruiting staff for the first time and covers the recruitment and selection process, the disciplinary and grievance procedures and equality and diversity issues.

Course Dates To be confirmed

- All courses are free and held at Business Centre Swansea.
- All courses are 1/2 day courses and commence at 9.15am-1.00 pm, except Directors Responsibilities which finishes at 4.30 pm.
- To book your place on any of the above courses please tel: 01792 545050
- Booking is essential.