

GCMA ADVANCED

Management Certificate

Employment Law

Officially recognised by



Supported by:





GCMA **ADVANCED**

Management Programme



11 Individual Advanced Management Certificates



4 Advanced Management Awards

YOU choose the courses most important to YOU

Advance **YOUR** learning, **YOUR** development and **YOUR** career



Employment Law

Learning and Development Outcomes for YOU and YOUR CLUB

Through a series of interactive and practical workshops, you will develop the skills and knowledge that a high-performing Golf Club Manager must have to understand and manage Employment Law procedures and practices and ensure compliance and good practice in employee relations:

Understanding the essentials of Employment Law is a crucial component for maintaining productivity, employee wellbeing, and organisational success.

This programme offers practical strategies to navigate the complexities of disciplinary procedures, employee performance, sickness absence and dealing with the challenge of staff recruitment and retention.



Employment Law

Programme Overview

- ❑ Disciplinaries and Grievances – The implementation and management of effective and compliant disciplinary and grievance procedures
- ❑ Managing Sickness Absence – Understanding processes and procedures to effectively and legally manage sickness absence and mental health issues
- ❑ Staff Recruitment – The key principles of staff recruitment and retention, relevant legislation and good practice
- ❑ Annual Performance Reviews and Performance Management – How to successfully implement compliant performance management systems in order to get the best from your employees and identify training requirements

Who is this Certificate suitable for?

- ❑ Golf Club Managers
- ❑ Deputy Golf Club Managers aspiring to become Golf Club Managers
- ❑ Operations Managers, Department Heads or similar roles
- ❑ Honorary Secretaries

Course length: 2 days (Residential)
CPD points: 32



in Finance, Compliance and Risk Management

- ❑ This Certificate forms part of the GCMA Advanced Management Award in Finance, Compliance and Risk Management

Other Certificates in this Award

- ❑ Finance & Accounts Management
- ❑ Health & Safety Management

BOOK NOW





GCMA ADVANCED

Management Certificate

Meet our training provider



Leanne Yau,
Highfield HR

What is your expertise in this area?

I have worked in HR for over 25 years, supporting businesses across all sectors including hospitality and leisure. Since 2019, I've led Highfield HR, helping hundreds of clients manage everything from day-to-day HR issues to complex employment law cases, giving me a practical and commercial approach.

What can people expect from the course?

This course gives a clear, step-by-step guide to handling difficult HR situations like disciplinarys, grievances, and absence management. Attendees will gain the

confidence to act fairly, stay compliant, and avoid costly mistakes that could lead to claims, helping protect both the business and its reputation.

Why is this important?

Getting employment law wrong can be costly and damaging. Claims are easy to bring and expensive to defend, so knowing the correct process is key. This course helps managers take the right steps first time, reducing risk and achieving fair, consistent outcomes that support their organisation's goals.

2025 Testimonials

“

This course had really relevant content. I gained what I hoped to from the two days, and picked up additional unexpected tools to help me be a better manager. Highly recommended for any GM or HOD.”

Richard Beech

**General Manager, GCMA Level 3 Accredited,
Newcastle-Under-Lyme GC**

“

This course is a MUST for any club manager. Even those with experience in HR. I learned a great deal over the two days and recommend to anyone.”

**Steve Scott-Bowen, General
Manager, Marlborough GC**

“

This week's GCMA Advanced Management Certificate: Employment Law course was incredibly informative and genuinely helpful. It provided clear, practical insights that I can immediately apply in my role. I'd highly recommend it to any industry professional looking to strengthen their understanding of employment law and enhance their confidence in managing real-world workplace issues.”

Ryan Wood, General Manager, Chipping Sodbury Golf Club

“

It should be essential learning for any General Manager, it will help you deliver specialised advice to your board or committee with confidence. It will also help you to develop and train the staff you are responsible for.”

**Chloe Boissel-Marshall, GCMA Level 3 Accredited,
General Manager, Tidworth Garrison Golf Club**

“

You shouldn't under estimate how your club operates and may not comply to legislation. This will support you getting on track.”

**Kev Hardwill, GCMA Level 2
Accredited, General Manager,
Yeovil Golf Club**

“

Very helpful and gave me more confidence to go back and tackle HR and know where to go for resource & help.”

**Sue Elliott, General Manager, Filton
Golf Club**

“

If you've not done this course, if you're in a position of authority, just do it. It is eye opening, scary, fantastic.”

**Andy Rideout, General Manager,
High Post Golf Club**

Arrange a 1-2-1 to discuss AMP

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Introduction to the Chartered Management Institute

The GCMA is proud to be a **Chartered Management Institute (CMI) Recognised Training Provider** and the GCMA Advanced Management Programme has been **officially recognised** by the CMI against their professional standards.

In achieving one of our four CMI Recognised Advanced Management Awards, you will receive **one year's free membership to the CMI** and gain access to a wealth of resources and learning opportunities across a wide range of business and leadership topics.

About the CMI

The **CMI** works with business and education to inspire people to become skilled, confident and successful managers and leaders.

With a wealth of practical qualifications, events and networking opportunities on

offer, we help people boost their career prospects and connect them with other ambitious professionals across all industries and sectors. In fact, we have more than 100,000 people training to be better managers right now.

Backed by a unique Royal Charter, we are the only organisation that can award Chartered Manager status – the ultimate management accolade. Our thought leadership, research and online resources provide practical insight for both today's leaders and the next generation. This insight also means we can confidently represent our 180,000-plus membership community when speaking to policy makers.

FIND OUT MORE >>



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