

# Understanding and Using Positive Action in the Workplace

Central London | 17th January 2019

10.15	<b>Registration &amp; Morning Refreshments</b>
11.00	<b>Chair's Introduction</b>
11.15	<b>Understanding positive action</b> <ul style="list-style-type: none"><li>• What is positive action?</li><li>• Using positive action in accordance with the equality act</li><li>• Demonstrating when and why positive action may need to be used</li><li>• Making your intentions in using positive action clear and avoiding perceptions of bias</li><li>• The benefits of using positive action to create a more representative workforce</li></ul>
13.00	<b>Networking Lunch</b>
13.45	<b>Best practise in using positive action</b> <ul style="list-style-type: none"><li>• <b>Using positive action in recruitment internally</b><ul style="list-style-type: none"><li>* Situations where positive action can be used</li><li>* Best practise example</li></ul></li><li>• <b>Using positive action in recruitment externally</b><ul style="list-style-type: none"><li>* Situations where positive action can be used</li><li>* Best practise example</li></ul></li></ul>
15.30	<b>Event Close</b>

[Register Online](#) | [Download MS Word Booking Form](#)

For more information contact [Customer.Services@westminster-briefing.com](mailto:Customer.Services@westminster-briefing.com) | 0207 593 5657

**Understanding and Using Positive Action in the Workplace**  
**Booking Form | London | 19th January 2019**

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2.				
3.				
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**Additional Notes – Please let us know if you have any special requirements or additional details**


I/We agree to notify you of all cancellations and changes **in writing** no later than 30 days prior to the date of the event. I/We further agree to pay £150 administration charge per place on cancellation. If registration or cancellation is received less than 30 days prior to the date of the conference the full delegate fee is payable however a substitute may be sent. PLEASE NOTE WE INVOICE UNDER THE NAME 'DODS PARLIAMENTARY COMMUNICATIONS'.

**Please return by email to [customer.services@westminster-briefing.com](mailto:customer.services@westminster-briefing.com)**

<b>Signed / Name:</b>	<input type="text"/>	<b>Date:</b>	<input type="text"/>
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