

## MASTERCLASS SERIES

### Employee /Industrial Relations101 – Day 1

#### Overview

This interactive program will guide participants through the relevant employment legislation and guiding principles in relation to the engagement and commencement of an employee. Participants will also grasp compliance obligations to **mitigate risk** and discover the **benefits** of effective Employee Relations management.

#### Designed for

Business Owners, Managers with Human Resources Responsibilities

**Program Duration:** Half day (9am to 1pm)

**Max Participants:** 6

**Investment:** \$295.00 plus GST Introductory

#### Content

Topics addressed include:

##### Industrial Relations Landscape

- What legislation do I need to be aware of?
- What is a modern award ? What if more than one applies?
- WHS and workcover requirements.
- What resources are available?

##### National Employment Standards (NES)

- What are the 10 standards?
- Who do they apply to?
- Contracts.
- Best practice tips.

##### Requirement

- What makes a legislatively compliant process?
- Shortlisting candidates in the spirit of Equal Opportunity
- Interview questions what I can and cannot ask?
- What are appropriate reference checking processes?

#### Learning outcomes

At the conclusion of the workshop participants should:

- Understand the broader IR system coverage.
- Understand legal and legislative requirements and apply risk management strategies.
- Be more familiar with finding and interpreting modern award provisions.
- Understand the NES and provisions for all employees.
- Be more familiar with polices and best practice to satisfy NES entitlements.
- Understand the benefits of an EEO compliant recruitment process.
- Apply effective and legally compliant recruitment and interview techniques.
- Be familiar with the kinds of questions you can and cannot ask.
- Understand appropriate methods for obtaining reference checks – Privacy Act vs Social Media.

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