

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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MASTERCLASS SERIES

Employee / Industrial Relations 101 – Day 2

Overview

This program will guide participants through the relevant employment legislation and guiding principles in relation to people management during an employee's life cycle. Participants will also discover best practice to **increase employee engagement** and identify compliance obligations to **mitigate risk** when it comes to termination of employment.

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:

Appointment of an employee

- What is the employee's type of engagement – full time, part-time, casual or independent contractor?
- Making an offer of employment.

Lawfully managing behaviour and conduct

- Induction activities.
- What is the purpose of a probationary period?
- How do I set expectations and standards of behaviour?
- Setting standards and expectations moving forward.
- What is misconduct ?

Managing non-performance

- What are the elements of a legislatively compliant performance management process?
- What are the steps I need to take to address non-performance?

Termination of employment

- How do I mitigate the risk of an unfair dismissal claim?
- How do I mitigate the various types of termination of employment?

Learning outcomes

At the conclusion of the workshop participants should:

- Understand the various types of employee engagement – employee vs independent contractor.
- Understand legal and legislative requirements when it comes to setting expectations of and managing their performance.
- Understand the importance of reviewing and assessing new employees during their probationary period
- Be more familiar with implementing best practice when it comes to setting employees up for success
- Apply fair and equitable processes when identifying and addressing non-performance
- Understand Fair Work's Small Business Fair Dismissal Code
- Mitigate the risk of an unfair dismissal claim