

## MASTERCLASS SERIES

# Setting Your Team up for Success

### Overview

This interactive program will provide participants with guiding principles and best practice to **appropriately manage** the 'employment life cycle', build a **healthy workplace culture** and optimise **employee engagement** and to **mitigate risk** when it comes to managing under performance.

### Designed for

Business Owners, Managers with Human Resources Responsibilities

**Program Duration:** Half day (9am to 12pm)

**Max Participants:** 6

**Investment:** \$295 plus GST or 2 workshops for \$495.00 plus GST

### Content

Topics addressed include:

#### Appointment of an Employee

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

#### Articulating What Success Looks Like

- Welcome to the team - induction activities.
- Managing the probationary period
- Setting and articulating expectations and standards of behaviour
- Providing opportunities for authentic feedback

#### Managing under-performance

- What are the steps I need to take to address performance or behavioural issues ?
- Applying procedural fairness to improve performance and mitigate risk

### 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 considerations when it comes to setting expectations of and managing employee performance.
- Be able to successfully manage probationary periods
- Be more confident to implement best practice when it comes to creating and healthy workplace culture and
- Feedback mechanisms
- Be able to articulate what success looks like – performance and behaviours
- Apply fair and equitable processes when identifying and addressing under performance

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