

EMPLOYEE RELATIONS 2012

(Practical skills training for managers in a changing industrial relations environment)

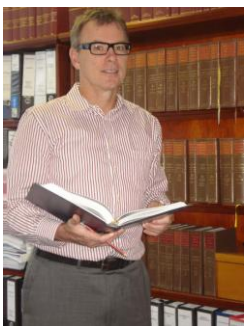
One Day Intensive Workshops for Managers

Employee Relations for Managers provides workplace managers with a better understanding of the nature of work, the employment contract and the obligations of the parties. These one day programs will assist managers in dealing on a daily basis with a changing workplace relations environment.

The workshops are designed to ensure that participants work their way through practical problem solving activities, covering all major aspects of employment law. Workshops are available for delivery at all major centres and can be tailor made for in-house presentations.

About the Presenter

Andrew J See, Assoc Dip Ind Rel, BA (Econ), GDBA, MBA, LLB is an employment lawyer working at the private bar in Brisbane. He has worked in industrial relations, human resource management and workplace health and safety for 27 years. Andrew brings a wealth of different skills and experiences together in a bid to share them with workplace managers.



EMPLOYEE RELATIONS FOR MANAGERS

ONE DAY INTENSIVE SCHEDULE

Modules	
1	<p>Setting the scene: Contract Rights, Responsibilities & Duties</p> <p>9.00am – 9.45am</p>
2	<p>Workplace communications: Communication to effect legal outcomes, delegation and performance management; developing strategies for effective communication</p> <p>9.45am - 10.30 am</p>
	Morning Tea and Participant Administration Break
3	<p>Current workplace issues : Diversity, harassment, grievance handling, discipline and discrimination</p> <p>11.00am -12.00pm</p>
4	<p>Pay, performance, progression and reward</p> <p>12.00pm – 12.45 pm</p>
	Lunch Break and Participant Administration Break
5	<p>Termination, change, restructure</p> <p>2.00 pm – 2.45 pm</p>
6	<p>Future Trends & Strategic Issues</p> <p>2.45 pm – 4.00pm</p>