

Human Resource Management & Industrial Relations

Tuesday 28 February 2012 | 9:30am - 4:30pm | West Perth

Who should attend?

Managers, team leaders or Human Resource Managers that wish to learn more about HR and Industrial Relations in the not-for-profit environment.

What have others said?

"Very helpful suggestions and information about the common occurrences and problems that constantly arise in community service organisations. The very practically-based answers to questions set to facilitator were helpful in setting out what we need to implement to ensure our organisation complies with the law" - 2011

Want to register?

Gina Olivieri 9420 7222
training@wacoss.org.au

Register online at www.wacoss.org.au

Want us to come to you?

Can't come to this training, or have a number of staff who want to do this or other training courses? Why not get us to do in-house training at your premises?

For quotes and enquiries, contact WACOSS Training Coordinator, Michelle Burgermeister on 9420 7222 or michelle@wacoss.org.au

What will you learn?

1. Employee relations system in Australia
2. Job design & position descriptions
3. Developing key selection criteria and setting Key Performance Indicators
4. Recruitment, privacy, leave
5. General occupational health and safety obligations to employees;
6. Counselling, disciplinary procedures and dismissal
7. Performance management

Need more information?

*Are you up to date on employment issues?
Are you correctly employing your staff?
Which Awards apply to your employees?
Are you up to date with the Fair Work Act?*

This workshop is designed specifically for not-for-profit organisations, and covers relevant industrial/employee relations state and Federal, and outlines in detail the steps and procedures you need to take to comply with the relevant employment laws.

About WACOSS

WACOSS is the leading peak organisation for the Social Services sector in WA. Our vision is of a just, sustainable and equitable society now and into the future.



\$160 WACOSS Members | \$230 Non-Members | \$280 Corporate/Government