

Blake Dawson

Performance Management, Disciplinary Action and Termination

2008

One Day Workshop

There are many legal issues which are fundamental to performance management, disciplinary action and termination of employment. This program covers the key legal principles in these areas.

Learning Outcomes

At the end of this program participants will:

- be able to identify when performance management or disciplinary action is required
- be aware of a process for conducting performance management
- be aware of options for disciplinary action and considerations in selecting between these
- have considered some strategies to improve performance management and disciplinary action processes to reduce legal risks
- understand possible legal consequences of terminating employment.

Designed For

Human resource professionals, managers and supervisors.

Workshop time

9.00am – 4.30pm

Workshop dates

Sydney	Melbourne	Brisbane	Perth	Canberra
20 February	19 February	27 February	21 February	26 February

Cost

\$900 + \$90 GST per person for the workshop.

Registration

To register, please complete the registration form on the next page and return to: Deanna Mireles by fax 02 9258 6999 or email deanna.mireles@blakedawson.com

Further Information

For further information about this and other public training courses, please contact Anita Gilbert on 02 9258 6983, email anita.gilbert@blakedawson.com or visit our website

www.blakedawson.com/workplacetraining

Performance Management, Disciplinary Action & Termination

Course Content

This program covers:

- Key issues in performance management and disciplinary action
- Appropriate timeframes and procedural fairness
- Termination of employment claims
- How to manage these issues and risks effectively
- Impact of Labor government policy changes.

Please select:

Sydney (20 Feb) Melbourne (19 Feb) Brisbane (27 Feb) Perth (21 Feb) Canberra (26 Feb)

This document will be a tax invoice for GST purposes when fully completed and payment made. (ABN: 75304286095)

Your details

Title _____ Surname _____ First name (for badge) _____
Position _____ Company name _____
Address (for all correspondence) _____
City _____ Post Code _____
Telephone _____ Facsimile _____
Email _____ Dietary requirements _____

Payment (American Express and Diners Club not accepted)

A cheque made payable to Blake Dawson for \$ _____ is enclosed

Please charge \$ _____ to: MasterCard Visa

Card number _____ Expiry Date _____ 3 Digit Verification code _____

Name on card (please print) _____

Cardholder signature _____

Payment is required prior to attendance.

CONFIRMATION

We will confirm your place upon receipt of registration form and payment. Places are limited. We reserve the right to refuse any registration. All materials and meals will be provided.

CANCELLATIONS AND DISCLAIMER

If you are unable to attend, a colleague is welcome to attend in your place or you may be able to transfer to another program. WE REGRET THAT REFUNDS ARE NOT AVAILABLE.

We reserve the right to alter this calendar without notice or to cancel any program. No information given at our training programs constitutes legal advice.

PRIVACY

You can find our Privacy Policy on our website at www.blakedawson.com

This document has been authorised by Blake Dawson.

The firm can be contacted by emailing marketing@blakedawson.com

Registration Form and Payment

Please send to:

Deanna Mireles

Blake Dawson, Locked Bag N6, PO Grosvenor Place, Sydney NSW 1217

F 02 9258 6999

E deanna.mireles@blakedawson.com

Further Information

Please contact:

Anita Gilbert

T 02 9258 6983

F 02 9258 6999

E anita.gilbert@blakedawson.com

Blake Dawson

(Please insert your company name and address below)

T 61 2 9258 6000
F 61 2 9258 6999
DX 355 Sydney

Locked Bag N6
Sydney NSW 2000
Australia

ABN 75 304 286 095

Our reference
JAD 02 1426 7719

Date of issue
19 January 2008

Blake Dawson Workplace Training

Program: Performance Management, Disciplinary Action and Termination

Date: February 2008

Amount due \$990.00

Payment due
prior to attendance

Registration fee payable for attendance by _____

Please select location of program:

Sydney Melbourne Brisbane Perth Canberra

Total for this bill **\$900.00**

GST \$ 90.00

Total amount payable (inclusive of GST) **\$990.00**

Please send a copy of this **invoice** with your **registration form** and **payment** to:

Deanna Mireles
Blake Dawson
Locked Bag N6
Sydney NSW 2000

Statement

In this statement references to "the Act" are to the Legal Profession Act 2004 (New South Wales).

If the costs and disbursements in this bill are unpaid for 30 days or more after you have been given this bill interest is payable on the unpaid costs and disbursements at a rate of 7.5% per annum, unless we have agreed otherwise.

The following avenues are open to you if there is a dispute in relation to our costs and disbursements which you are not able to resolve by discussions with us. You may:

- Apply for an assessment of our costs and disbursements under Division 11 of Part 3.2 of the Act. Under section 350 of the Act you must apply for an assessment within 12 months after:
 - the bill was given or a request for payment was made; or
 - the costs were paid if neither a bill was given nor a request was made.However, unless you are a sophisticated client (which is defined in the Act), a costs assessor may deal with an application after the 12 month period in certain circumstances which are set out in section 350(5) of the Act.
- Apply to set aside our costs agreement or a provision of our costs agreement under section 328 of the Act.
- Refer the dispute to mediation under Division 8 of Part 3.2 of the Act if the amount in dispute is less than \$10,000. A dispute may be referred for mediation under section 336 of the Act at any time before an application for an assessment of the whole or any part of the bill is accepted by the Manager, Costs Assessment, who is defined in section 4 of the Act.

EFT Payment – Bills Only

Account Name: Blake Dawson

Bank: ANZ

BSB: 012 003

Account No: 002791213

Swift Code: ANZB AU 3M

Reference: WPT PMDAT *surname*

Account Enquiry

Deanna Mireles

E: deanna.mireles@blakedawson.com