

Blake Dawson

Recruiting and Engaging Staff

2008

Recruiting and Engaging Staff

One Day Workshop

Employers are faced with a range of legal issues when recruiting and engaging employees. This program addresses key legal issues that arise and their impact for employers.

Learning Outcomes

At the end of this program participants will:

- be aware of issues in recruitment, such as discrimination, misrepresentation, background checks and privacy
- be aware of contractual issues when engaging staff and contractors
- be able to identify issues when reviewing contracts and policies for compliance
- be aware of some issues to consider when engaging contractors.

Designed For

Human resource professionals, managers and supervisors.

Workshop time

9.00am – 4.30pm

Workshop dates

Sydney	Melbourne	Brisbane	Perth	Canberra
29 July 2008	30 July 2008	6 August 2008	30 July 2008	5 August 2008

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 workplacetraining@blakedawson.com

Further Information

For further information about this and other public training programs, please phone 02 9258 6349 or email workplacetraining@blakedawson.com

www.blakedawson.com/workplacetraining

Recruiting and Engaging Staff

Course Content

This program covers:

- Discrimination and misrepresentation during the recruitment process
- Reference checking
- Drafting contracts of employment
- Employment policies
- Impact of Labor government policy changes
- Issues relating to the engagement of independent contractors

Please select:

Sydney (29 July) Melbourne (30 July) Brisbane (6 August) Perth (30 July) Canberra (5 August)

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

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Registration and Further Information

Please send registration form and payment to:

Deanna Mireles

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

F 02 9258 6999

E workplacetraining@blakedawson.com