

Performance Management, Disciplinary Action & Termination

2006



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
- understand possible legal consequences of terminating employment in light of Work Choices
- have considered some strategies to improve performance management and disciplinary action processes to reduce legal risks

Designed For

Human resource professionals, managers and supervisors.

Workshop time

9.00am – 4.30pm

Workshop dates

Sydney	Melbourne	Perth	Brisbane
18 October 2006	17 October 2006	18 October 2006	19 October 2006

Cost

\$850 + \$85 GST per person for the workshop.

Registration

Details of the workshop venues and how to register are listed on our 2006 Workplace Training Calendar.

Further Information

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

Performance Management, Disciplinary Action & Termination

Course Content

This program covers:

- Key issues in performance management and disciplinary action
- Appropriate timeframes and procedural fairness
- Issuing and relying on verbal and written warnings
- Employment related claims
- How to manage these issues and risks effectively
- Impact of Work Choices reforms on remedies available to employees

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Payment is required prior to attendance.

Confirmation

We will confirm your registration and provide the address details of programs when we receive your payment. Places are limited. Please send payment with your registration. We reserve the right to reject any registration.

Cancellations and Disclaimer

If you are unable to attend, a colleague is welcome to attend in your place. We regret that refunds are not available. However, you may be able to transfer to another program. 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 <<http://www.bdw.com>>.

This document has been authorised by Blake Dawson Waldron.

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

Please send this form and payment to:

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