

BLAKE DAWSON WALDRON
L A W Y E R S



Workplace Training Calendar 2005



Workplace Training Calendar 2005

In response to the demand for our popular workplace training programs last year we are pleased to announce our programs for 2005 and look forward to meeting you at a program soon.



- Managing Flexible Work and Parental Leave
- Introduction to Workplace Investigations
- Advanced Workplace Investigations
- HR Health Check: An Overview of Employment Law
- Workplace Bullying and Harassment
- Managing Contractor and Labour Hire Safety
- Managing a Major Safety Incident
- EBA Negotiation Skills



We can also tailor these programs for delivery to your organisation, or design and deliver other programs specifically tailored for your organisation covering issues such as employment, industrial relations, safety, discrimination, performance management, privacy, IT and email use, harassment or bullying issues.



We also offer eLearning solutions through SALT which provides software, training and testing on topics including HR Management (covering discrimination, harassment and investigations) and Occupational Health and Safety.

What our clients say about us

"The course kept my attention for the full 4 hours. It was a good balance between presentation of useful information, activities and informal group discussion."



"Workshop was fun, lively and highly informative. All participants are encouraged to contribute which helps the group learn and retain information."

"A very informative workshop with learned skills and knowledge that can be readily applied in practical, real life scenarios professionally delivered."



"Excellent delivery, very relevant to target audience – use of practical cases with practical solutions".

Workplace Training Calendar 2005

Managing Flexible Work and Parental Leave – Half Day Program

Balancing the requests of employees who want access to flexible work arrangements with the needs of the organisation is a common challenge. This area is regulated by anti-discrimination and industrial relations legislation. A range of recent cases has highlighted the issues and provided some guidance for managers and others dealing with these challenges.

Course Content

This program covers:

- Sources of legal entitlement to parental leave
- Obligations to replacement workers
- Obligations to employees returning to work from parental leave
- Obligations in relation to part-time work and job sharing
- Developing guidelines for answering questions and managing flexible work issues through case study exercises, discussion of relevant legislation and overview of recent cases.

Designed for

Human resource professionals, managers and supervisors

Dates

Sydney

17 March 2005	9:00am – 1:00pm
8 September 2005	9:00am – 1:00pm

Melbourne

10 March 2005	9:00am – 1:00pm
12 October 2005	9:00am – 1:00pm

Brisbane

18 May 2005	9:00am – 1:00pm
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Perth

8 June 2005	9:00am – 1:00pm
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Introduction to Workplace Investigations – One Day Program

Conducting a workplace investigation can be challenging. We introduce a six step process and techniques to provide structure and give investigators more confidence. This course is designed as an introduction to workplace investigations but is also a useful refresher program.

Course Content

This program covers:

- Elements of an effective investigation
- The 6 step process
- Legal framework and relevant legislation
- How to conduct workplace interviews
- Assessing information collected during an investigation
- Deciding investigation conclusions
- Reviewing an investigation report for structure and content.

Designed For

Anyone who is new to conducting workplace investigations or who wants a general overview or refresher of the relevant principles and issues.

Dates

Sydney

4 May 2005	9:00am – 4:30pm
27 October 2005	9:00am – 4:30pm

Melbourne

18 May 2005	9:00am – 4:30pm
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Brisbane

17 March 2005	9:00am – 4:30pm
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Perth

16 March 2005	9:00am – 4:30pm
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Canberra

22 March 2005	9:00am – 4:30pm
2 June 2005	9:00am – 4:30pm
19 October 2005	9:00am – 4:30pm

Workplace Training Calendar 2005

Advanced Workplace Investigations – Half Day Program

In response to popular demand, this program focuses on further skill development for participants who have attended our Introduction to Workplace Investigations program, or for experienced investigators who want to refresh their skills.

Course Content

The course focuses in depth on skill development in two steps of our 6 step investigation process; conducting interviews and report writing. It also focuses on:

- Interview preparation
- Questioning techniques
- Drawing conclusions available on the evidence
- Skills and techniques for writing effective and reliable reports.

Designed for

People who have attended our Introduction to Workplace Investigations one day program or for experienced investigators who want to refresh their skills.

Dates

Sydney

18 May 2005 9:00am – 1:00pm

Melbourne

2 June 2005 9:00am – 1:00pm

Brisbane

14 July 2005 9:00am – 1:00pm

Perth

26 July 2005 9:00am – 1:00pm

Canberra

16 June 2005 9:00am – 1:00pm

HR Health Check: An Overview of Employment Law – One Day Program

There are many legal issues which are fundamental to the duties and responsibilities of managers, HR managers and HR professionals. This program provides an introduction to, and overview of, key legal principles and their impact on human resource management.

Course Content

This program covers:

- Issues in recruitment including discrimination, misrepresentation and reference checks
- Why are contracts of employment so important and what should they contain?
- What is the relationship between awards, certified agreements, contracts and policies?
- Key issues in performance management and taking disciplinary action
- Managing the risk of employment related claims
- Skills and techniques to manage and handle these issues effectively.

Designed for

Human resource professionals, managers and supervisors

Dates

Sydney

1 June 2005 9:00am – 4:30pm

Melbourne

14 July 2005 9:00am – 4:30pm

Brisbane

25 August 2005 9:00am – 4:30pm

Perth

15 September 2005 9:00am – 4:30pm

Canberra

4 August 2005 9:00am – 4:30pm

Workplace Training Calendar 2005

Workplace Bullying and Harassment – Half Day Program

Workplace intimidation, bullying and harassment have always been an issue. In recent years the law has created remedies for employees subjected to this conduct. We examine the key legal principles, indicators for intervention and some techniques for prevention.

Course Content

This program covers:

- What the law says about bullying and harassment
- How performance management can result in bullying/harassment claims
- Types of behaviour that can give rise to claims
- What tribunals and courts expect from responsible employers
- Techniques for minimising claims
- Skills to manage and handle complaints effectively.

Designed For

Human resource professionals, managers and supervisors

Dates

Sydney

10 May 2005 9:00am – 1:00pm

Canberra

5 May 2005 9:00am – 1:00pm

Managing Contractor and Labour Hire Safety – Half Day Program

Safety incidents at work aren't just caused by managers or employees. They can also be caused by a contractor and its workforce or by workers supplied by a labour hire company.

Course Content

This workshop uses practical scenarios to demonstrate the relevant issues and allows participants to discuss problems and workshop solutions. Issues covered include:

- Rights and responsibilities of the principal, contractor and labour hire company
- Safety issues when selecting a contractor or labour hire company
- Tips for contract documents, induction and managing safety on site
- What to do if site safety procedures are not being followed
- What happens when a safety incident occurs involving a contractor or labour hire worker
- Who has the final say if a dispute arises about a safety issue
- Using checklists to review practices and procedures and assess contractor risks.

Designed For

Safety professionals, human resource professionals, managers and supervisors

Dates

Sydney

16 March 2005 9:00am – 1:00pm

Melbourne

8 June 2005 9:00am – 1:00pm

Brisbane

4 August 2005 9:00am – 1:00pm

Perth

18 May 2005 9:00am – 1:00pm

Workplace Training Calendar 2005

Managing a Major Safety Incident – One Day Program

When a death or serious injury occurs as a result of a workplace incident it is important there are trained and skilled employees available who understand the responsibilities and obligations that arise and are able to act confidently in managing the situation and events that will follow.

Course Content

This program covers:

- The legal framework in this area
- Roles and responsibilities of those involved
- How to manage communication issues
- Rights of third parties including inspectors, unions and police
- How to investigate what has caused the incident
- Conducting interviews
- Preparing an investigation report
- Understanding legal professional privilege and its impact on procedures
- Defending your actions in court.

Designed For

Safety professionals, human resource professionals, managers and supervisors.

Dates

Sydney

11 August 2005 9:00am – 4:30pm

Melbourne

10 August 2005 9:00am – 4:30pm

Brisbane

25 October 2005 9:00am – 4:30pm

Perth

24 August 2005 9:00am – 4:30pm

EBA Negotiation Skills – One Day Program

Most unionised workplaces face the task of negotiating new EBAs on a regular basis. This program provides an 8 step model to assist negotiators prepare for and conduct negotiations.

Course Content

This program covers:

- The bargaining framework under the *Workplace Relations Act 1996* (Cth)
- An 8 step model for conducting negotiations
- Preparation and planning for a negotiation
- Generating options and breaking deadlocks
- Skill development exercises through case study analysis and interactive group activities.

Designed for

Industrial relations professionals, human resource professionals, managers and anyone involved in preparing for and/or conducting EBA negotiations

Dates

Sydney

3 May 2005 9:00am – 5:00pm

Melbourne

12 May 2005 9:00am – 5:00pm

For further information please contact our National Workplace Training Practice Leader Jan Dransfield on 02 9258 6533 or jan.dransfield@bdw.com

www.bdw.com

Registration Form

How to Register for BDW Workplace Training

To register for a BDW Workplace Training program in 2005, please complete and fax or mail this form to us. Copy this form if more than one employee from your organisation would like to attend. Please note that your registration must be accompanied by full payment to secure your place.

I would like to register for:

Sydney

<input type="checkbox"/>	16 March	Managing Contractor and Labour Hire Safety	\$540 + \$54 GST per person	\$594
<input type="checkbox"/>	17 March	Managing Flexible Work and Parental Leave	\$540 + \$54 GST per person	\$594
<input type="checkbox"/>	3 May	EBA Negotiation Skills	\$850 + \$85 GST per person	\$935
<input type="checkbox"/>	4 May	Introduction to Workplace Investigations	\$850 + \$85 GST per person	\$935
<input type="checkbox"/>	10 May	Workplace Bullying and Harassment	\$540 + \$54 GST per person	\$594
<input type="checkbox"/>	18 May	Advanced Workplace Investigations	\$540 + \$54 GST per person	\$594
<input type="checkbox"/>	1 June	HR Health Check: An Overview of Employment Law	\$850 + \$85 GST per person	\$935
<input type="checkbox"/>	11 August	Managing a Major Safety Incident	\$850 + \$85 GST per person	\$935
<input type="checkbox"/>	8 September	Managing Flexible Work and Parental Leave	\$540 + \$54 GST per person	\$594
<input type="checkbox"/>	27 October	Introduction to Workplace Investigations	\$850 + \$85 GST per person	\$935

Melbourne

<input type="checkbox"/>	10 March	Managing Flexible Work and Parental Leave	\$540 + \$54 GST per person	\$594
<input type="checkbox"/>	12 May	EBA Negotiation Skills	\$850 + \$85 GST per person	\$935
<input type="checkbox"/>	18 May	Introduction to Workplace Investigations	\$850 + \$85 GST per person	\$935
<input type="checkbox"/>	2 June	Advanced Workplace Investigations	\$540 + \$54 GST per person	\$594
<input type="checkbox"/>	8 June	Managing Contractor and Labour Hire Safety	\$540 + \$54 GST per person	\$594
<input type="checkbox"/>	14 July	HR Health Check: An Overview of Employment Law	\$850 + \$85 GST per person	\$935
<input type="checkbox"/>	10 August	Managing a Major Safety Incident	\$850 + \$85 GST per person	\$935
<input type="checkbox"/>	12 October	Managing Flexible Work and Parental Leave	\$540 + \$54 GST per person	\$594

Perth

<input type="checkbox"/>	16 March	Introduction to Workplace Investigations	\$850 + \$85 GST per person	\$935
<input type="checkbox"/>	18 May	Managing Contractor and Labour Hire Safety	\$540 + \$54 GST per person	\$594
<input type="checkbox"/>	8 June	Managing Flexible Work and Parental Leave	\$540 + \$54 GST per person	\$594
<input type="checkbox"/>	26 July	Advanced Workplace Investigations	\$540 + \$54 GST per person	\$594
<input type="checkbox"/>	24 August	Managing a Major Safety Incident	\$850 + \$85 GST per person	\$935
<input type="checkbox"/>	15 September	HR Health Check: An Overview of Employment Law	\$850 + \$85 GST per person	\$935

Canberra

<input type="checkbox"/>	22 March	Introduction to Workplace Investigations	\$850 + \$85 GST per person	\$935
<input type="checkbox"/>	5 May	Workplace Bullying and Harassment	\$540 + \$54 GST per person	\$594
<input type="checkbox"/>	2 June	Introduction to Workplace Investigations	\$850 + \$85 GST per person	\$935
<input type="checkbox"/>	16 June	Advanced Workplace Investigations	\$540 + \$54 GST per person	\$594
<input type="checkbox"/>	4 August	HR Health Check: An Overview of Employment Law	\$850 + \$85 GST per person	\$935
<input type="checkbox"/>	19 October	Introduction to Workplace Investigations	\$850 + \$85 GST per person	\$935

Registration Form

Brisbane

<input type="checkbox"/>	17 March	Introduction to Workplace Investigations	\$850 + \$85 GST per person	\$935
<input type="checkbox"/>	18 May	Managing Flexible Work and Parental Leave	\$540 + \$54 GST per person	\$594
<input type="checkbox"/>	14 July	Advanced Workplace Investigations	\$540 + \$54 GST per person	\$594
<input type="checkbox"/>	4 August	Managing Contractor and Labour Hire Safety	\$540 + \$54 GST per person	\$594
<input type="checkbox"/>	25 August	HR Health Check: An Overview of Employment Law	\$850 + \$85 GST per person	\$935
<input type="checkbox"/>	25 October	Managing a Major Safety Incident	\$850 + \$85 GST per person	\$935

Subtotal:	\$
GST payable	\$
Total fee payable	\$

For information on any of these programs, please email us at ir@bdw.com or contact us on (02) 9258 6349.

This document will be a tax invoice for GST purposes when fully completed and you make a payment.

Your details

Title	Surname	First name (for badge)
Position	Company name	
Address (for all correspondence)		
City	Post Code	
Telephone	Facsimile	
Email	Dietary requirements	
Payment		
A cheque made payable to Blake Dawson Waldron for \$		is enclosed
Please charge \$	to	MasterCard Visa
Card number	Expiry Date	
Name on card (please print)		
Cardholder signature		

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

Privacy

If you do not wish to receive information about BDW's Workplace Training programs by email then email us at ir@bdw.com and let us know and we will promptly disable your subscription. We do not disclose personal information we collect to third parties for the purpose of allowing them to direct market their products and services.

You can find our Privacy Policy on our website at <http://www.bdw.com>.

This document has been authorised by Blake Dawson Waldron.

Please send registration form and payment to:

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

t > (02) 9258 6349

f > (02) 9258 6999

e > ir@bdw.com

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