

MANAGE YOUR WORKERS: IR/HR Basics

IR Interactive Workshop

Did you know employment related issues are the number one cause of lawsuits against businesses? Is your business compliant? Are you sure? Protect your business from frivolous lawsuits by ensuring compliance.

This is the only course of its type delivered in South Australia where you will walk out the door with the tools and skills to implement these systems in your workplace immediately.

Undertake the Manage Your Workers Training to:

- ▶ Learn practical skills to manage Industrial Relations (IR) and Human Resource (HR) functions
- ▶ Deliver accurate IR & HR services for your staff, saving you money!
- ▶ Ensure your business meets basic level compliance
- ▶ **Protect your business against avoidable claims**

This workshop will cover:

Industrial Relations:

- ▶ Modern awards
- ▶ National employment standards
- ▶ Employment categories
- ▶ Resolving welfare issues
- ▶ Managing grievances
- ▶ Bullying and harassment
- ▶ Redundancy

Human Resources:

- ▶ Contracts of employment
- ▶ Job descriptions
- ▶ Performance Management
- ▶ Employment documentation
- ▶ Policies and procedures
- ▶ Disciplinary processes
- ▶ Relevant legislation

This workplace training course has been developed to equip managers with the information and knowledge necessary in dealing with a range of issues that may arise during an employee's employment.

As a non-accredited course, all participants completing this course will receive a Certificate of Attendance.

For further information, please go to: www.mtaofsa.com.au/training/manage-your-workers-ir-hr-basics

Course Costs: \$195 MTA members | \$325 Non-members

Time: 9:00am - 12:00pm

Date: See website for upcoming dates

Delivery Mode: Theory and practical applications

Course Location: Motor Trade Association, Level 1, 81 Greenhill Road, Wayville SA 5034