

Workplace Training Calendar

February - June 2009



About Australian Business Lawyers

We are a boutique workplace law firm highly ranked in the Asia Pacific Legal 500 for 2008/2009 <http://www.legal500.com/c/australia/employment>

We deliver big firm quality at boutique fees. This cost competitiveness delivers real value. We provide the commerciality of an in-house lawyer, the insight of a big firm pedigree and partners with substantial experience in workplace relations.

More details at www.ablawyers.com.au

We are very pleased to present this calendar for workplace training, February - June 2009.

The release of this calendar comes at a time when the Federal Government is pursuing substantial changes to federal workplace laws.

Unfair dismissal, enterprise bargaining, union rights, and minimum employment standards are some of the areas where significant change is expected to occur.

Many of these changes are expected to commence 1 July 2009, with other changes commencing 1 January 2010. These changes will impact most businesses, regardless of size.

Because we aim to provide practical and informative training, we will address these changes wherever appropriate to the subject matter of the training.

We also provide tailored training for business. If you would like to explore the opportunity for training presentations within your business, please do not hesitate to contact us.

In the meantime, we look forward to seeing your business represented at one of the many sessions we offer.

John Stanton
Partner

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Subject	Duration	Price (inc GST)		February	March	April	May	June
		Member*	Non Member	When & Where	When & Where	When & Where	When & Where	When & Where
Termination of employment	9.30am - 12.30pm	\$299	\$360	Southern Highlands 20/02/09 Campbelltown 27/02/09		Smithfield 29/04/09	Central Coast 01/05/09 North Ryde 15/05/09	
Discrimination awareness for workplace decision makers	9.30am - 11.30am	\$199	\$260				North Ryde 29/05/09	
Employment contracts	9.30am - 12.30pm	\$299	\$360		Parramatta 24/03/09			
Workplace complaints & grievances - investigation and management	9.30am - 12.30pm	\$299	\$360		South West Sydney 13/03/09			Parramatta 24/06/09
Enterprise agreements	9.30am - 12.30pm	\$299	\$360		Parramatta 31/03/09			Illawarra 19/06/09
Ill and injured employees	9.30am - 12.30pm	\$299	\$360					North Ryde 26/06/09

* Member means a member of the NSW Business Chamber, Sydney Chamber of Commerce, Illawarra Business Chamber or the Hunter Business Chamber

We can present any of the above courses 'in-house'. Please contact us to discuss.

Venue Information

Area	Venue	Address
Parramatta	Northcott Conference Centre	1 Fennell Street, North Parramatta
North Ryde	Macquarie Graduate School of Management	99 Talavera Road, North Ryde Campus, Macquarie Park
Campbelltown	Campbelltown RSL Club	Carberry Lane, Campbelltown
South West Sydney	The Sunnybrook Hotel	355 Hume Highway, Warwick Farm
Central Coast	Central Coast Business Chamber	3/19 Reliance Drive, Tuggerah Business Park
Southern Highlands	Bowral Country Club	Boronia Street, Bowral
Illawarra	Novotel Wollongong Northbeach	2 -14 Cliff Road, North Wollongong
Smithfield	Smithfield RSL	Cnr Cumberland Hwy & Neville Street Smithfield

Termination of employment - issues and procedures

Termination of employment can expose employers to challenges to the fairness of the dismissal and various other legal actions. Termination of employment should be handled in a cautious and fair manner and with due regard to the relevant legal issues.

In this workshop, attendees will be involved in a practical and interactive consideration of the various grounds on which employment can terminate and will receive practical tips for dealing with a variety of difficult situations.

CONTENT

- Misconduct, summary dismissal, retirement, abandonment, incapacity
- Redundancy, including statutory and award obligations
- Policies and counselling
- Written warnings
- The concept of constructive dismissal
- Notice periods and the legal standards for notice
- Unfair dismissal, including the federal Government's changes to unfair dismissal laws
- Unlawful termination

WHO SHOULD ATTEND?

HR Professionals

Team leaders and supervisors

Managers

Business proprietors

COSTS (per person)

Chamber members	\$299	(incl. GST)
Non members	\$360	(incl. GST)

WHEN & WHERE

20 February	Southern Highlands
27 February	Campbelltown
29 April	Smithfield
1 May	Central Coast
15 May	North Ryde

Discrimination issues for workplace decision makers

Employers need to be aware that anti-discrimination laws impose numerous restrictions on employment related decisions such recruitment, promotion, transfer and termination. A failure to understand and manage these issues can result in liability.

Discrimination workshops often focus on harassment and bullying and so do not sufficiently deal with those anti-discrimination laws that have substantial impact upon employment related decisions. By attending this workshop, attendees will be able to understand the various restrictions that anti-discrimination statutes impose on decision making in the context of employment.

CONTENT

- What is unlawful discrimination in workplace decision making?
- The grounds of unlawful discrimination and exceptions
- What are direct and indirect unlawful discrimination?
- Legal issues in the recruitment and selection processes
- Applications, interviews, background checks and references
- Employment testing
- Promotion, pay and conditions
- Access to benefits such as training and networking
- Accommodating disability, religious issues and carer's responsibilities
- Supervision and performance management
- Issues on termination of employment

WHO SHOULD ATTEND?

In-house counsel
HR professionals
Senior managers
Executives
Business proprietors

COST (per person)

Chamber members	\$199	(incl. GST)
Non members	\$260	(incl. GST)

WHEN & WHERE

29 May North Ryde

Employment contracts

The employment relationship is essentially a contract in which the employer and the employee perform their respective obligations. In addition to meeting contractual obligations, employers are also expected to comply with various legal rules set by legislation and awards. Ideally, the rules regarding the employment contract should be clear and complete so that the employer and employee know where they stand and statutory compliance can be shown. It makes good business and legal sense to set out the employment relationship in writing.

In this workshop, attendees will build an employment contract using fundamental terms and conditions. The session is interactive with opportunities for discussion, explanation and practical tips.

CONTENT

- Meeting the minimum legal standards in hours of work, leave and notice of termination
- Protection of confidential and business sensitive information
- Probationary employment
- Remuneration, packaging, salary sacrifice, superannuation
- Performance reviews, policies, procedures
- Privacy as a condition of employment
- Location of work and travel
- Protecting employer interests and property
- Offer and acceptance
- Variations to the employment contract
- Statutory laws which can impact upon employment
- Offset provisions to deal with underlying awards
- The Federal Government's proposed National Employment Standards

WHO SHOULD ATTEND?

HR professionals

Business proprietors

Senior managers and supervisors

COSTS (per person)

Chamber members	\$299	(incl. GST)
Non members	\$360	(incl. GST)

WHEN & WHERE

24 March Parramatta

Workplace complaints and grievances - investigation and management

Court decisions show that employers can be at legal risk if they ignore complaints and grievances or do not respond promptly and appropriately. Issues which can arise include employee performance and conduct issues, and allegations of harassment or bullying.

In this workshop, attendees will learn the skills and techniques for investigating employee complaints and grievances. The session is interactive and includes workshop activities, hypothetical scenarios and opportunities for discussion.

CONTENT

- The purpose of the investigation
- Planning and preparation
- Presentation of allegations
- Confidentiality
- Structuring interviews
- Procedural fairness
- Keeping records
- Providing an opportunity to respond to allegations
- Making findings and conclusions
- Alternative ways to address complaints
- Victimisation issues

WHO SHOULD ATTEND?

HR Professionals

Team leaders and supervisors

Managers

Business proprietors

COSTS (per person)

Chamber members \$299 (incl. GST)

Non members \$360 (incl. GST)

WHEN & WHERE

13 March South West Sydney

24 June Parramatta

Enterprise agreements

Federal workplace law allows employers to make collective agreements with employees and also with unions. Not surprisingly, enterprise agreements have become a popular alternative to award regulation. The law sets out various requirements which must be met in order to make an enterprise agreement. Consequently, there are numerous legal and procedural considerations which an employer must take into account.

In this workshop, attendees will receive practical training on legal and procedural considerations of enterprise agreements. This session is interactive and provides attendees with practical tips and opportunities for discussion.

CONTENT

- Lawful and unlawful terms
- Mandatory content and mandatory steps
- Useful conditions
- The no-disadvantage test
- Communication and negotiation strategies
- Tips for effective drafting
- Preparing for and dealing with industrial action
- Federal Government's proposed changes to enterprise bargaining laws

WHO SHOULD ATTEND?

HR/IR professionals

Team leaders and supervisors

Senior managers

Business proprietors

COSTS (per person)

Chamber members	\$299	(incl. GST)
Non members	\$360	(incl. GST)

WHEN & WHERE

31 March Parramatta

19 June Illawarra

Ill and injured employees - management and risk minimisation

Employees can be affected by illness and injury arising from the employment and from activities undertaken outside the employment. Illness and injury can lead to reduced capacity to do work and even prolonged absence from work. Employers need to be aware of the laws which can come into play and the practical steps to take when the prospect of ongoing employment is diminished by illness or injury.

This workshop addresses the laws with respect to compensation, health and safety, discrimination, privacy and termination in the context of employee illness and injury. The session is interactive with opportunities for questions, discussion and the consideration of case scenarios.

CONTENT

- Risks, remedies and penalties
- Risk minimisation strategies
- Inherent requirements of the job test
- Critical considerations in the collection of medical information
- The significance of medical information
- Managing absenteeism and stress claims

WHO SHOULD ATTEND?

HR professionals

OH&S professionals

Team leaders and supervisors

Managers

Business proprietors

COSTS (per person)

Chamber members	\$299	(incl. GST)
Non members	\$360	(incl. GST)

WHEN & WHERE

26 June North Ryde

Registration information

To register for your preferred course(s), simply send us a completed registration form (see following pages) by any of the following means:

Facsimile: (02) 9954 5029

Email: trainingcourses@ablawyers.com.au
(please PDF your registration form)

Post: Australian Business Lawyers
Locked Bag 938, North Sydney NSW 2059
(marked 'Attention Training Administrator')

OR

Telephone: Training Administrator on (02) 9458 7453 between 9.00 am and 5.00 pm, Monday to Friday.

Registration form

FAX TO: (02) 9954 5029

To register attendance, please place a tick in the appropriate box:

Termination of Employment	Southern Highlands, 20 February	..	Campbelltown, 27 February	..	Smithfield, 29 April	..
	Central Coast, 1 May	..	North Ryde, 15 May	..		
Workplace harassment and bullying awareness	Parramatta, 9 April	..				
Discrimination awareness for workplace decision makers	North Ryde, 29 May	..				
Employment contracts	Parramatta, 24 March	..				
Workplace complaints & grievances - investigation and management	South West Sydney, 13 March	..	Parramatta, 24 June	..		
Enterprise agreements	Parramatta, 31 March	..	Illawarra, 19 June	..		
Ill and Injured employees	North Ryde, 26 June	..				

NAME: _____

COMPANY/ORGANISATION: _____

EMAIL: _____

*(Email address is required for confirmation purposes)

CONTACT PHONE NUMBER: _____

CONTACT ADDRESS: _____

Please provide member number if a member of any of the following:

New South Wales Business Chamber member no.:	Sydney Chamber of Commerce member no.:
Illawarra Business Chamber member no.:	Hunter Business Chamber member no.:

PAYMENT - BOOKING ONLY ACCEPTED WITH PAYMENT

Cheque: Please find cheque enclosed for the total amount of \$_____ made payable to Australian Business Lawyers.

Credit card: Visa MasterCard American Express Diners

Please charge my credit card for the total amount of \$_____

Card No. _____/_____/_____/_____ Expiry date: _____

Card Holder's Name: _____

Card Holder's Signature: _____

RETURN REGISTRATION FORM TO:

Facsimile: (02) 9954 5029 Telephone (02) 9458 7453
 Post: Australian Business Lawyers, Locked Bag 938, North Sydney NSW 2059
 Email: trainingcourses@ablawyers.com.au

Tax Invoice: On payment, this registration form becomes a tax invoice. Australian Business Lawyers ABN 11 753 601 292.

IMPORTANT INFORMATION - PLEASE READ

Confirmation: Registrations will not be accepted without payment. A confirmation email will be sent to you within 48 hours of receiving your payment. This email will include all venue, parking and other relevant details. Please ensure that your email address is completed correctly on the above form. If you have any further questions, please contact our Training Administrator on (02) 9458 7453.

Cancellation: Attendees will receive a full refund if they cancel at least five (5) business days prior to the scheduled event. However, if attendees cancel less than five (5) business days before the event, no refund will be made. If there are insufficient attendees, we reserve the right to cancel the event and attendees will be transferred to another module of equal value or receive a full refund at their election. We will give 3 business days' notice of any such cancellation.

Disclaimer: All program details correct at time of printing. Program subject to change.

Privacy Policy: Personal information which Australian Business Lawyers (ABLAW) collects on this form is used for the purposes of registering you for this seminar. As part of this function, we may share your personal information with the NSW Business Chamber. ABLAW may also use your personal information to keep you informed of the events, seminars and services which we consider may be of interest to you and to provide you with promotional and marketing materials about ABLAW's services including workplace training, and consulting. If you do not wish to receive such information please tick the privacy opt out box on this form. You are not required to complete the entire form, however if we do not receive sufficient information to contact you then we may be unable to register you for this seminar. Your details may be shared with a third party, for promotional and marketing purposes. You may request access to personal information we hold about you by contacting privacyofficer@ablawyers.com.au.

I do not wish to be included on this mail list.

John Stanton
Partner
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John has been involved in workplace relations since 1985. John specialises in providing strategic industrial and employment law advice. John is a nationally-accredited trainer and assessor.

An experienced advocate, John has represented employers in numerous matters before industrial tribunals and courts. John has assisted and advised employers in a wide variety of industries such as pharmaceutical, construction, health, local government, transport and distribution, hospitality, and manufacturing.

Siobhan Flores-Walsh
Partner
LLB, BA

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Siobhan has worked in employment law and industrial relations for 18 years. Siobhan has been involved in litigation in common law courts, industrial tribunals and in the defence of occupational health and safety prosecutions. Siobhan is experienced in all aspects of workplace relations and provides advice on outsourcing, harassment and discrimination, health and safety, post-employment restraints, executive contracts, incentive schemes and superannuation.

Siobhan conducts seminars and skills workshops on employment, workplace relations and occupational health and safety issues. Siobhan is a contributing author of the CCH publication The Australian Master Human Resources Guide.

Sharlene Wellard
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Prior to joining Australian Business Lawyers, Sharlene spent five years advising and representing employers in the hospitality industry. In addition to the hospitality industry, Sharlene acts for employers in industries such as manufacturing, pharmaceutical, clerical and retail.

Sharlene provides strategic advice to employers managing workplace change, including advice about restructuring, redundancies, workplace policies and employment contracts. Sharlene is an experienced advocate and training presenter and is the elected Assistant Secretary of the Industrial Relations Society of New South Wales.