

Blake Dawson

Workplace Training Calendar 2008



"Would you like to grow a little faster?"



Workplace Training Calendar 2008

WORKPLACES ARE OPERATING IN A DYNAMIC AND COMPLEX LEGAL ENVIRONMENT, WITH NEW WORKPLACE LAWS AND CONSTANTLY EVOLVING POLICY. EVERY AUSTRALIAN BUSINESS NEEDS A WORKPLACE COMPLIANCE AND RISK MANAGEMENT PLAN THAT INCLUDES EFFECTIVE TRAINING PROGRAMS TO EDUCATE AND UPSKILL STAFF. OUR WORKPLACE TRAINING OFFERS YOU CONSISTENT DELIVERY THROUGH OUR FACE-TO-FACE PUBLIC TRAINING PROGRAMS.

With a workplace training program in place, your staff will have the knowledge and skills to understand their legal obligations and practical ways to meet these obligations and to reduce risk.

Our Workplace Training is interactive and experiential based on adult learning principles. We use case studies, questionnaires and activities to reinforce key principles and participants receive workbooks which can be retained as a useful reference tool.

Our training is delivered by qualified lawyers who have considerable training experience, expert knowledge of the legal issues and practical experience in applying these issues in a wide variety of industries and businesses.

Our innovative workplace training team design and deliver public and client-tailored training to enable managers and staff to effectively deal with HR, safety and other workplace issues. Any of our public programs can be delivered to your organisation and can be tailored around internal policies, procedures and workplace issues.

Our public programs scheduled for 2008 include:

HR MANAGEMENT

- Effective Workplace Investigations
- Managing Ill and Injured Workers
- Performance Management, Disciplinary Action and Termination
- Recruiting and Engaging Staff.

SAFETY

- Directors and Managers: Personal Liability for OHS
- Managing Contractor and Labour Hire Safety
- Managing a Major Safety Incident.

HR Management

EFFECTIVE WORKPLACE INVESTIGATIONS

CONDUCTING A WORKPLACE INVESTIGATION CAN BE CHALLENGING. WE INTRODUCE A SIX STEP PROCESS AND TECHNIQUES TO PROVIDE STRUCTURE AND GIVE INVESTIGATORS MORE CONFIDENCE. THIS PROGRAM IS DESIGNED AS AN OVERVIEW OF WORKPLACE INVESTIGATIONS AND IS ALSO A USEFUL REFRESHER.

COURSE CONTENT

This program covers:

- Elements of an effective investigation
- The six 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.

2008 DATES

SYDNEY	Tuesday 20 May Tuesday 21 October
MELBOURNE	Thursday 22 May Wednesday 22 October
BRISBANE	Tuesday 27 May Wednesday 29 October
PERTH	Tuesday 27 May Thursday 23 October
CANBERRA	Thursday 29 May Tuesday 28 October
TIMING	9:00am – 4:30pm
COST	\$900 + \$90 GST per person
REGISTRATION:	To register please complete the attached registration form, also found on our website www.blakedawson.com/workplacetraining

“It was great to have a skilled employment lawyer talk to us on real life examples.”

HR Officer, Transport Industry

“Excellent workshop which unravels many of the complexities involved with managing ill and injured workers.”

Manager, International Marine Services Company

MANAGING ILL AND INJURED WORKERS

MOST WORKPLACES NEED TO ACCOMMODATE ILL AND INJURED WORKERS. THIS PROGRAM PROVIDES AN OVERVIEW OF THE KEY AREAS OF LEGAL RISK AND EXPLORES STRATEGIES FOR ADDRESSING THESE RISKS.

COURSE CONTENT

This program covers:

- Performance management, stress claims and workers compensation
- Accessing and using medical reports
- Differences in managing employees with work related and non-work related injuries
- Disability discrimination, reasonable accommodation and unjustifiable hardship
- What to do when paid leave runs out
- Managing risks in termination of employment
- Impact of Labor government policy changes.

DESIGNED FOR

HR professionals, managers and supervisors.

2008 DATES

SYDNEY	Wednesday 5 March Tuesday 26 August
MELBOURNE	Tuesday 4 March Thursday 28 August
BRISBANE	Wednesday 12 March Wednesday 27 August
PERTH	Thursday 13 March Wednesday 27 August
CANBERRA	Tuesday 11 March Thursday 4 September
TIMING	9:00am – 4:30pm
COST	\$900 + \$90 GST per person
REGISTRATION:	To register please complete the attached registration form, also found on our website www.blakedawson.com/workplacetraining

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PERFORMANCE MANAGEMENT, DISCIPLINARY ACTION AND TERMINATION

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.

COURSE CONTENT

This program covers:

- Key issues in performance management and disciplinary action
- Appropriate timeframes and procedural fairness
- Termination of employment claims
- How to manage these issues and risks effectively
- Impact of Labour government policy changes.

DESIGNED FOR

HR professionals, managers and supervisors.

2008 DATES

SYDNEY	Wednesday 20 February
MELBOURNE	Tuesday 19 February
BRISBANE	Wednesday 27 February
PERTH	Thursday 21 February
CANBERRA	Tuesday 26 February
TIMING	9:00am – 4:30pm
COST	\$900 + \$90 GST per person
REGISTRATION:	To register please complete the attached registration form, also found on our website www.blakedawson.com/workplacetraining

“This workshop was the best I have attended... This topic area was a grey one for me, now I have clarity.”

HR Officer, ASX listed company

RECRUITING AND ENGAGING STAFF

EMPLOYERS ARE FACED WITH A RANGE OF LEGAL ISSUES WHEN RECRUITING AND ENGAGING STAFF. THIS PROGRAM ADDRESSES THE KEY LEGAL ISSUES THAT ARISE IN THIS AREA AND THE IMPACT FOR EMPLOYERS.

COURSE CONTENT

This program covers:

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

DESIGNED FOR

HR professionals, managers and supervisors.

2008 DATES

SYDNEY	Tuesday 29 July
MELBOURNE	Wednesday 30 July
BRISBANE	Wednesday 6 August
PERTH	Wednesday 30 July
CANBERRA	Tuesday 5 August
TIMING	9:00am – 4:30pm
COST	\$900 + \$90 GST per person
REGISTRATION:	To register please complete the attached registration form, also found on our website www.blakedawson.com/workplacetraining

“An excellent investment to ensure that our HR systems, procedures and policies are current and best practice.”

Manager, Services Company

“AN EXCELLENT, PRACTICAL COURSE GIVING
INSIGHT AND UNDERSTANDING ON OUR
OBLIGATIONS AND HOW TO DISCHARGE THEM”

Legal Counsel, International Beverage Company

Safety

DIRECTORS AND MANAGERS – PERSONAL LIABILITY FOR OHS

DIRECTORS AND MANAGERS HAVE EXTENSIVE OBLIGATIONS AND PERSONAL LIABILITY UNDER OHS LAW. RECENT CASES SHOW THAT DIRECTORS AND MANAGERS CAN, AND WILL, BE PROSECUTED FOR FAILURE TO COMPLY WITH THESE OBLIGATIONS. THIS PROGRAM CONSIDERS THE EXTENT OF THESE OBLIGATIONS AND THE STEPS THAT AN ORGANISATION CAN TAKE TO MINIMISE THE PERSONAL LIABILITY OF ITS DIRECTORS AND MANAGERS.

COURSE CONTENT

This program covers:

- OHS legislation and obligations
- Cases dealing with personal liability, including the recent *Ritchie* decision
- What defences apply
- Due diligence
- Systems that can be implemented to improve safety and minimise personal liability of directors and managers
- Provision of insurance and indemnities to officers and managers.

DESIGNED FOR

Directors, managers and supervisors, safety professionals, HR professionals and in-house counsel.

2008 DATES

SYDNEY	Tuesday 6 May Tuesday 9 September
MELBOURNE	Wednesday 7 May Thursday 11 September
BRISBANE	Wednesday 14 May Wednesday 10 September
PERTH	Thursday 8 May Wednesday 17 September
CANBERRA	Thursday 8 May Tuesday 16 September
TIMING	9:00am – 1:00pm
COST	\$600 + \$60 GST per person
REGISTRATION:	To register please complete the attached registration form, also found on our website www.blakedawson.com/workplacetraining

“Informative, interesting and extremely well presented.”

Manager, Not-for-profit organisation

MANAGING CONTRACTOR AND LABOUR HIRE SAFETY

SAFETY INCIDENTS MAY NOT JUST INVOLVE YOUR OWN WORKFORCE. THEY CAN ALSO INVOLVE CONTRACTORS OR WORKERS SUPPLIED TO YOUR WORKPLACE BY A LABOUR HIRE COMPANY. THIS PROGRAM OVERVIEWS YOUR OBLIGATIONS TO THESE WORKERS.

COURSE CONTENT

This program covers:

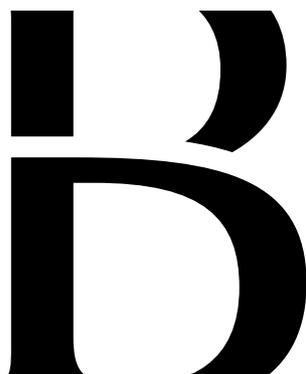
- Rights and responsibilities of the principal, contractor and labour hire company
- Safety issues when selecting a contractor or labour hire company
- Tips for contract documents, induction and managing safety on site
- What to do if site safety procedures are not being followed
- What happens when 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, HR professionals, managers and supervisors.

2008 DATES

SYDNEY	Tuesday 12 August
MELBOURNE	Wednesday 13 August
BRISBANE	Tuesday 19 August
PERTH	Wednesday 13 August
CANBERRA	Thursday 14 August
TIMING	9:00am – 1:00pm
COST	\$600 + \$60 GST per person
REGISTRATION:	To register please complete the attached registration form, also found on our website www.blakedawson.com/workplacetraining



“A FANTASTIC, USEFUL AND FACT FINDING DAY! SO MUCH GREAT INFORMATION.”

State Manager, Safety Industry

MANAGING A MAJOR SAFETY INCIDENT

WHEN A MAJOR SAFETY INCIDENT OCCURS IN THE WORKPLACE, THE IMPLICATIONS FOR AN ORGANISATION CAN BE SERIOUS – FROM THE THREAT OF PROSECUTION UNDER RELEVANT LAWS TO ADVERSE MEDIA ATTENTION. OFTEN THE WAY IN WHICH AN ORGANISATION RESPONDS TO AND INVESTIGATES THE INCIDENT CAN SIGNIFICANTLY IMPROVE THE OUTCOME FOR THE ORGANISATION.

COURSE CONTENT

This program covers:

- The legal framework
- The importance of a management plan
- How to manage communication issues
- Rights and roles of stakeholders
- How to investigate what has caused the incident
- Conducting interviews
- Preparing an internal investigation report
- Understanding client legal privilege and its impact on procedures
- Dealing with investigations conducted by authorities such as WorkCover.

DESIGNED FOR

Safety professionals, HR professionals, managers and supervisors.

2008 DATES

SYDNEY	Thursday 19 June
MELBOURNE	Tuesday 17 June
BRISBANE	Wednesday 18 June
PERTH	Wednesday 18 June
CANBERRA	Tuesday 24 June
TIMING	9:00am – 4:30pm
COST	\$900 + \$90 GST per person
REGISTRATION:	To register please complete the attached registration form, also found on our website www.blakedawson.com/workplacetraining

Why Blake Dawson?

WE ARE INNOVATIVE

We believe learning can be enjoyable!

Our trainers use innovative teaching methods to create an interactive environment using activities, and group discussion. This allows you to gain and apply practical knowledge in a relaxed environment.

WE ARE EXPERIENCED

We have a depth of experience providing legal advice and training for the workplace. This enables us to provide you with considered and practical solutions.

We have conducted client-tailored training for many clients including Anglo Coal, BHP Billiton, Corporate Express, Hydro, Qantas, RailCorp, ResMed and the University of NSW.

WE ARE PART OF BLAKE DAWSON'S AWARD-WINNING EMPLOYMENT PRACTICE

FIRST TIER – BLAKE DAWSON EMPLOYMENT PRACTICE

Asia Pacific Legal 500, 2006/2007

FIRST TIER – BLAKE DAWSON EMPLOYMENT PRACTICE

Chambers Global, 2008

AUSTRALIAN LAW FIRM OF THE YEAR – BLAKE DAWSON

Chambers Global, 2006





FURTHER INFORMATION

To discuss your training needs further, please contact our National Workplace Training Practice:

T 61 2 9258 6983 workplacetraining@blakedawson.com

REGISTRATION

To register please complete the attached registration form, also found on our website:

www.blakedawson.com/workplacetraining

SALT™

We also offer eLearning solutions through salt™, our online legal compliance training system, which provides training and testing on a variety of HR management, OHS and other Legal Compliance topics. For more information about salt™, please visit our website www.compliance.blakedawson.com.

“Very informative and well facilitated.
Highly recommended.”

HR Officer, Media

WHAT OUR CLIENTS SAY ABOUT US

“GREAT OVERVIEW WITH ALL THE PRACTICAL DETAIL NECESSARY TO TAKE BACK AND APPLY AT THE WORKPLACE.”

HR Officer, Entertainment Industry

“VERY INTERACTIVE AND APPLICABLE TO THE REAL WORK ENVIRONMENT.”

HR Officer, Mining

Blake Dawson

BRISBANE

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123 Eagle Street
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12 Moore Street
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101 Collins Street
Melbourne VIC 3000

T 61 3 9679 3000
F 61 3 9679 3111

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2 The Esplanade
Perth WA 6000

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F 61 8 9366 8111

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225 George Street
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www.blakedawson.com

Blake Dawson

Workplace Training Program 2008

REGISTRATION FORM

To register for a Blake Dawson Workplace Training program, please complete this form and send to Deanna Mireles (details over page). Please note that your registration must be accompanied by full payment to secure your place. If more than one employee from your organisation is attending, please copy this original and complete a separate form for each attendee.

Effective Workplace Investigations		\$900 + \$90 GST per person	Total: \$990
Sydney	<input type="checkbox"/> 20 May	<input type="checkbox"/> 21 October	
Melbourne	<input type="checkbox"/> 22 May	<input type="checkbox"/> 22 October	
Brisbane	<input type="checkbox"/> 27 May	<input type="checkbox"/> 29 October	
Perth	<input type="checkbox"/> 27 May	<input type="checkbox"/> 23 October	
Canberra	<input type="checkbox"/> 29 May	<input type="checkbox"/> 28 October	

Managing Ill and Injured Workers		\$900 + \$90 GST per person	Total: \$990
Sydney	<input type="checkbox"/> 5 March	<input type="checkbox"/> 26 August	
Melbourne	<input type="checkbox"/> 4 March	<input type="checkbox"/> 28 August	
Brisbane	<input type="checkbox"/> 12 March	<input type="checkbox"/> 27 August	
Perth	<input type="checkbox"/> 13 March	<input type="checkbox"/> 27 August	
Canberra	<input type="checkbox"/> 11 March	<input type="checkbox"/> 4 September	

Performance Management, Disciplinary Action and Termination		\$900 + \$90 GST per person	Total: \$990
Sydney	<input type="checkbox"/> 20 February		
Melbourne	<input type="checkbox"/> 19 February		
Brisbane	<input type="checkbox"/> 27 February		
Perth	<input type="checkbox"/> 21 February		
Canberra	<input type="checkbox"/> 26 February		

Recruiting and Engaging Staff		\$900 + \$90 GST per person	Total: \$990
Sydney	<input type="checkbox"/> 29 July		
Melbourne	<input type="checkbox"/> 30 July		
Brisbane	<input type="checkbox"/> 6 August		
Perth	<input type="checkbox"/> 30 July		
Canberra	<input type="checkbox"/> 5 August		

Directors and Managers – Personal Liability for OHS		\$600 + \$60 GST per person	Total: \$660
Sydney	<input type="checkbox"/> 6 May	<input type="checkbox"/> 9 September	
Melbourne	<input type="checkbox"/> 7 May	<input type="checkbox"/> 11 September	
Brisbane	<input type="checkbox"/> 14 May	<input type="checkbox"/> 10 September	
Perth	<input type="checkbox"/> 8 May	<input type="checkbox"/> 17 September	
Canberra	<input type="checkbox"/> 8 May	<input type="checkbox"/> 16 September	

Managing Contractor and Labour Hire Safety

\$600 + \$60 GST per person

Total: \$660

Sydney 12 AugustMelbourne 13 AugustBrisbane 19 AugustPerth 13 AugustCanberra 14 August**Managing a Major Safety Incident**

\$900 + \$90 GST per person

Total: \$990

Sydney 19 JuneMelbourne 17 JuneBrisbane 18 JunePerth 18 JuneCanberra 24 June

Subtotal: \$

GST payable: \$

Total fee payable: \$

TAX INVOICE**This document will be a tax invoice for GST purposes when fully completed and payment made (ABN: 753 04286 095)****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**Form and Payment**

Please send to:

Deanna Mireles**Blake Dawson, Locked Bag N6, PO Grosvenor Place, Sydney NSW 1217****F 02 9258 6999****E deanna.mireles@blakedawson.com****Enquiries**

Please contact:

Anita Gilbert**T 02 9258 6983****F 02 9258 6999****E anita.gilbert@blakedawson.com**

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