

Performance Management, Disciplinary Action and Termination

2007



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	Brisbane	Perth	Canberra
24 May 2007	23 May 2007	23 May 2007	24 May 2007	29 May 2007



Cost

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

Registration

To register, please complete the registration form on the next page and return to: Deanna Mireles by fax (02) 9258 6999.

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/workplacetraining



Performance Management, Disciplinary Action & Termination

Course Content

This program covers:

- Key issues in performance management and disciplinary action
- Appropriate timeframes and procedural fairness
- Employment related claims
- How to manage these issues and risks effectively
- Update on Work Choices changes.

Please select:

Sydney (24 May) Melbourne (23 May) Brisbane (23 May) Perth (24 May) Canberra (29 May)

This document will be a tax invoice for GST purposes when fully completed and you make a payment. (ABN: 75304286095)

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 not accepted)

A cheque made payable to Blake Dawson Waldron 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 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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