



## WORKPLACE RELATIONS & SAFETY

### PERFORMANCE MANAGEMENT WORKSHOP

The workshop is designed for those responsible for implementing performance management sessions.

#### Workshop Outline

- to introduce the subject of performance management and explore its context and importance;
- to identify the activities involved in managing performance, including evaluation and appraisal;
- to explore the range of obstacles that have often undermined performance management systems; and
- to discuss a range of issues associated with the implementation of performance management.

#### Workshop Goals

Participants will gain an understanding of the performance management process and how this operates in practice. The training will identify:

- the integral role performance management has in the workplace;
- that its effectiveness is linked to an appreciation of its place in the organisation, thorough and high quality preparation, and a passion to keep the system simple; and
- that employers, and participants, will be better off with the process than without it.

#### DATE

Thursday, 22 April 2010

#### TIME

9.00am - 1.00pm.  
A light lunch will be provided.

#### VENUE

HWL Ebsworth Lawyers  
Level 14, Australia Square  
264 - 278 George Street  
Sydney NSW 2000

#### COST

\$400.00 + GST for first attendee or  
\$350.00 + GST per attendee where two or more  
attendees from the same organisation attend.

#### REGISTRATION

To register please fill in the attached registration  
form by Thursday, 15 April 2010.

Please email it to Tonia Vitali at  
tonia.vitali@hwlebsworth.com.au  
or fax to 1300 369 656.

### REGISTRATION FORM

NAME	WORK PHONE
COMPANY	MOBILE PHONE
ADDRESS	
EMAIL	

#### PAYMENT OPTIONS

CREDIT CARD

TYPE OF CARD  VISA  MASTERCARD

CREDIT CARD NUMBER

EXPIRY DATE \_\_\_/\_\_\_/\_\_\_ DATE \_\_\_/\_\_\_/\_\_\_

NAME ON CARD \_\_\_\_\_

SIGNATURE \_\_\_\_\_

CHEQUE

IF YOU WISH TO PAY BY CHEQUE, DETAILS ARE AS FOLLOWS:

HWL Ebsworth Lawyers  
Attention: Tonia Vitali  
Level 14, Australia Square  
268-274 George Street  
Sydney NSW 2000

HWL EBSWORTH LAWYERS ABN 37 246 549 189

This form becomes a Tax Invoice once payment has been processed.  
Please keep a copy for your records.