



# Workplace Training Calendar 2007



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The legal environment for workplaces is dynamic. 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, 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 with considerable training experience, expert knowledge of the legal issues, and practical experience in applying these issues in a wide variety of industries and businesses.

All of our public training programs can be delivered for your organisation, with or without tailoring. We also offer programs in OHS, HR Management, Discrimination, Harassment and Bullying.

## Why BDW?

### We are innovative

We believe learning can be enjoyable. Our trainers use innovative teaching methods to provide an interactive group session using activities such as role-plays and case studies. 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 lasting and practical solutions.

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

### We are an award-winning practice

First Tier – BDW Industrial Relations & Employment practice (Asia Pacific Legal 500 2006/2007)

First Tier – BDW Industrial Relations & Employment practice (Chambers Global 2006)

“Best Employment Practice” – BDW Industrial Relations & Employment practice (2003-2005 Australian Law Awards)

BDW was awarded Australian Law Firm of the Year (Chambers Global 2006)

## Further Information

To discuss your training needs further, please contact our National Workplace Training Practice: e> [ir@bdw.com](mailto:ir@bdw.com) t> (02) 9258 6983. To register please complete the attached registration form, also found on our website [www.bdw.com/workplacetraining](http://www.bdw.com/workplacetraining).

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.bdw.com](http://www.compliance.bdw.com).



# Work Choices 12 months on – what has changed?

This program (full or half day) provides an update on the changes to Australian workplace relations in light of Work Choices, and highlights recent developments under Work Choices. It allows participants to identify risks and compliance issues and to explore opportunities for their businesses.

## Full or Half Day Program Content

Through an interactive discussion and activity based program, this workshop covers:

### Work Choices Compliance (9:00am – 12:30pm)

- Contract and policy issues under the Australian Fair Pay and Conditions Standard
- Record keeping requirements and payslips
- Update on unfair dismissals
- New transmission of business requirements

### Workplace Agreements and Disputes (1:30pm – 5:00pm)

- Making workplace agreements
- Dispute resolution options
- Dealing with industrial action in light of recent cases
- Rights of entry – what has changed?

“An excellent networking opportunity to openly share experiences, concerns and brainstorming solutions with professional staff from a variety of industries and workplaces. I am taking away some good, practical skills.”

## Designed for

Human resource professionals, industrial relations professionals, managers and supervisors.



## 2007 Dates

**Sydney** Wednesday 21 March

**Melbourne** Tuesday 27 March

**Brisbane** Wednesday 21 March

**Perth** Wednesday 28 March

**Canberra** Wednesday 28 March

**Timing** (optional full or half day attendance)

**Work Choices Compliance** 9:00am – 12:30pm

**Workplace Agreements and Disputes** 1:30pm – 5:00pm

**Cost:** Full Day \$850 + \$85 GST per person

Half Day \$540 + \$54 GST per person

**Registration:** To register please complete the attached registration form, also found on our website [www.bdw.com/workplacetraining](http://www.bdw.com/workplacetraining).

# 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 to maximise workplace efficiency.

## 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 Work Choices changes

## Designed for

Human resource professionals, managers and supervisors.

“The workshop was very useful and easily adaptable to my workplace. There was no over use of legal jargon. It was relaxed and interactive.”

## 2007 Dates

**Sydney** Tuesday 6 March

**Melbourne** Thursday 8 March

**Brisbane** Wednesday 7 March

**Perth** Thursday 8 March

**Canberra** Tuesday 13 March

**Timing** 9:00am – 4:30pm

**Cost** \$850 + \$85 GST per person

**Registration:** To register please complete the attached registration form, also found on our website [www.bdw.com/workplacetraining](http://www.bdw.com/workplacetraining).



# 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
- Employment related claims
- How to manage these issues and risks effectively
- Update on Work Choices changes

## Designed for

Human resource professionals, managers and supervisors.

## 2007 Dates

**Sydney** Thursday 24 May

**Melbourne** Wednesday 23 May

**Brisbane** Wednesday 23 May

**Perth** Thursday 24 May

**Canberra** Tuesday 29 May

**Timing** 9:00am – 4:30pm

**Cost** \$850 + \$85 GST per person

**Registration:** To register please complete the attached registration form, also found on our website [www.bdw.com/workplacetraining](http://www.bdw.com/workplacetraining).

“I have found this course rewarding, interesting and beneficial. I believe this course will assist me moving forward as a new manager.”

# Recruiting and Engaging Staff

Employers are faced with a range of legal issues when recruiting and engaging employees. This program addresses the key legal issues that arise in this area and their impact for employers.

## Course Content

This program covers:

- Discrimination and misrepresentation during the recruitment process
- Reference checking
- Drafting contracts of employment
- Employment policies
- Impact of Work Choices changes
- Issues relating to the engagement of independent contractors

## Designed for

Human resource professionals, managers and supervisors.

## 2007 Dates

**Sydney** Tuesday 24 July

**Melbourne** Wednesday 25 July

**Brisbane** Wednesday 18 July

**Perth** Thursday 26 July

**Canberra** Thursday 26 July

**Timing** 9:00am – 4:30pm

**Cost** \$850 + \$85 GST per person

**Registration:** To register please complete the attached registration form, also found on our website [www.bdw.com/workplacetraining](http://www.bdw.com/workplacetraining).

# 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 course is designed as an overview of workplace investigations but is also a useful refresher program.

## Course Content

This program covers:

- Elements of an effective investigation
- The 6 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.

## 2007 Dates

**Sydney** Wednesday 9 May

Thursday 25 October

**Melbourne** Thursday 10 May

**Brisbane** Tuesday 15 May

**Perth** Tuesday 8 May

**Canberra** Tuesday 15 May

**Timing** 9:00am – 4:30pm

**Cost** \$850 + \$85 GST per person

**Registration:** To register please complete the attached registration form, also found on our website [www.bdw.com/workplacetraining](http://www.bdw.com/workplacetraining).

“The presenter was extremely knowledgeable about the subject and I now feel comfortable in my ability to undertake a workplace investigation.”

# Workplace Investigations – Half Day Skills Intensive

This program focuses on skill development for participants who have attended our Effective Workplace Investigations program, or for investigators who want to review their skills.

## Course Content

The course focuses on skill development in three steps of our 6 step investigation process; conducting interviews, evaluating evidence and report writing. It focuses on:

- Interview preparation and questioning techniques
- Drawing conclusions available on the evidence
- Skills and techniques for writing effective and reliable reports

## Designed for

People who have attended our Effective Workplace Investigations one day program or for investigators who want to review their skills.

## 2007 Dates

**Sydney** Tuesday 7 August

**Melbourne** Wednesday 15 August

**Brisbane** Wednesday 8 August

**Perth** Thursday 9 August

**Canberra** Thursday 9 August

**Timing** 9:00am – 1:00pm

**Cost** \$540 + \$54 GST per person

**Registration:** To register please complete the attached registration form, also found on our website [www.bdw.com/workplacetraining](http://www.bdw.com/workplacetraining).

# 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 legal professional privilege and its impact on procedures
- Dealing with investigations conducted by authorities such as Workcover

## Designed for

Safety professionals, human resource professionals, managers and supervisors.

## 2007 Dates

**Sydney** Thursday 7 June

**Melbourne** Tuesday 5 June

**Brisbane** Wednesday 6 June

**Perth** Tuesday 12 June

**Timing** 9:00am – 4:30pm

**Cost** \$850 + \$85 GST per person

**Registration:** To register please complete the attached registration form, also found on our website [www.bdw.com/workplacetraining](http://www.bdw.com/workplacetraining).

# 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 work place by a labour hire company.

## Course Content

This workshop uses practical scenarios to demonstrate the relevant issues and allows participants to discuss problems and workshop solutions. Issues covered include:

- 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, human resource professionals, managers and supervisors.

## 2007 Dates

**Sydney** Tuesday 21 August

**Melbourne** Thursday 23 August

**Brisbane** Wednesday 22 August

**Perth** Wednesday 22 August

**Timing** 9:00am – 1:00pm

**Cost** \$540 + \$54 GST per person

**Registration:** To register please complete the attached registration form, also found on our website [www.bdw.com/workplacetraining](http://www.bdw.com/workplacetraining).

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## Contact Us

For further information about our National Workplace Training Practice or to discuss your training needs, please:

email > [ir@bdw.com](mailto:ir@bdw.com) or telephone > (02) 9258 6983.

Brisbane  
Level 36 Riverside Centre  
123 Eagle Street  
Brisbane QLD 4000  
t > (07) 3259 7000  
f > (07) 3259 7111

Canberra\*  
Level 11  
12 Moore Street  
Canberra ACT 2601  
t > (02) 6234 4000  
f > (02) 6234 4111

\* Programs in Canberra are usually held off-site. Please contact us for location details.

Melbourne  
Level 39  
101 Collins Street  
Melbourne VIC 3000  
t > (03) 9679 3000  
f > (03) 9679 3111

Perth  
Level 32 Exchange Plaza  
2 The Esplanade  
Perth WA 6000  
t > (08) 9366 8000  
f > (08) 9366 8111

Sydney  
Level 36 Grosvenor Place  
225 George Street  
Sydney NSW 2000  
t > (02) 9258 6000  
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[www.bdw.com/workplacetraining](http://www.bdw.com/workplacetraining)