

# Workplace Relations Masterclass Series |

## Top six mistakes and how to get it right

### Workshop 1: Position Descriptions for managing performance

- Differentiating a job analysis from a position description – which does what and why bother
- Pitfalls of position descriptions – common errors and how to avoid them
- How position descriptions protect your business
- Templates: job analysis and job descriptions (RRP \$220)

### Workshop 2: Recruit | Select | Induct – Reduce turnover and get it right the first time

- Contemporary recruitment methods – don't spend hours wading through applications
- Recruitment as a marketing tool – protect your brand
- Selecting the right candidate – selection methods that really work!
- Induction or on-boarding – giving new starters the best chance
- Compliance traps – common recruitment and selection mistakes
- Templates: induction checklist, on-boarding plan (RRP \$220)

### Workshop 3: Employee Handbooks – Communicating Expectations

- How employee handbooks can save you time, money and confusion
- Employee handbooks and streamlining the induction process
- What to include and what not to include
- Templates: employee handbook (RRP \$495)

### Workshop 4: Maximising Probation | Manage Performance

- Understanding what you can and cannot do during probation
- Using workplace documentation to communicate and manage expectations
- Developing new employee plans – when should they be able to do what
- Innovative interventions – how to support new employees to meet expectations for performance
- Templates: new employee plan and meeting agenda (RRP \$220)

### Workshop 5: Protective Policy and Procedure

- Principles, rules and guidelines of policy and procedure documents
- Common mistakes and must have policy and procedure documents
- Influencing workplace decisions and actions through policy and procedure
- Templates: policy and procedure documents (RRP \$220)

### Workshop 6: Unfair Dismissal Claims – when it all goes pear-shaped

- Process to follow in the event of unfair dismissal claim
- Evidence required – what workplace documentation can support your business
  - Forms and responses
  - Strategies and planning
  - Templates: responding to unfair dismissal and checklist (RRP \$220)

For more information:

[www.tcci.com.au/training](http://www.tcci.com.au/training) or call 03 6236 3600

## Workshop Dates

### Workshop 1

[Hobart: Tuesday 11<sup>th</sup> Feb](#)

[Launceston: Thursday 13<sup>th</sup> Feb](#)

9.30am-11.30am

### Workshop 2

[Hobart: Tues 24 March](#)

[Launceston: Thurs 26 March](#)

9.30am-11.30am

### Workshop 3

[Hobart: Tues 12 May](#)

[Launceston: Thurs 14 May](#)

9.30am-11.30am

### Workshop 4

[Hobart: Tues 7 July](#)

[Launceston: Thurs 9 July](#)

9.30am-11.30am

### Workshop 5

[Hobart: Tues 25 Aug](#)

[Launceston: Thurs 27 Aug](#)

9.30am-11.30am

### Workshop 6

[Hobart: Tues 29 Sept](#)

[Launceston: Thurs 1 Oct](#)

9.30am-11.30am

Click on links above for individual workshop bookings or below for the series

### Investment:

Member rate: \$175 per workshop  
or book the whole series for \$880

Non-member: \$265 per workshop  
or series \$1320

(payment options available)

[Launceston series](#)

[Hobart series](#)

### Location:

Launceston:

The Old Post Office

68-72 Cameron Street

[View in Google Maps](#)

Hobart:

Industry House

309 Liverpool Street (above Ezikit  
Kitchens)

[View in Google Maps](#)

**employer  
of choice**



TCCI