



ESSENTIAL HR/IR FOR MANAGERS

This training session will focus on gaining and understanding of Human Resources and Industrial Relations

Topics in this course will ensure you are better equipped to deal with HR/IR issues within your organisation.

Essential Knowledge Checklist

Do you have a full understanding of the topics to be covered?

- | | | |
|--|-----|----|
| • The Industrial Relations Environment | Yes | No |
| • Recruitment and Selection | Yes | No |
| • Establishing the Employment Relationship | Yes | No |
| • Training and Education | Yes | No |
| • Termination and Redundancy | Yes | No |
| • Leave Entitlements | Yes | No |
| • Long Service Leave | Yes | No |
| • Superannuation | Yes | No |

If you have answered no to any of the above then this training is ideal for you.

Pinnacle HR has developed the **HR/IR for managers seminar** program with these factors in mind. Our full day HR/IR training is perfect for CEOs, Managers, Supervisors, Team Leaders and Small Business Owners.

Outcome:

As a result of attendance at this training session participants can expect to gain a superior understanding of relevant HR/IR practices. Participants will receive a seminar workbook that will provide information covered in the seminar, against which they can add their own notes.

- Date:** Wednesday 7th December 2016
- Time:** 9.30am to 4.00pm
- Venue:** Pinnacle HR, 33 Hutt Street, Adelaide. Level 1 (No lift access)
- Cost:** **Standard Fee:** \$580.00 (GST inclusive) per person
Members Discount: \$480.00 (GST inclusive) per person

If you require further clarification please contact Barb or Carly on 8232 2820 or admin@pinnaclehr.com.au



To register for training please complete the information below.

Then fax this form to Pinnacle HR on 8224 0107 or email to admin@pinnaclehr.com.au

(PLEASE PRINT)

Name of Participant(s)

.....

Organisation

.....

Address

.....

Phone

Fax

Email

Members Discount: \$480.00 (GST inclusive) per person

Standard Fee: \$580.00 (GST inclusive) per person

Essential HR/IR for Managers
9.30am to 4.00pm Wednesday 7th December 2016

LUNCH WILL BE PROVIDED

Venue: Pinnacle HR, 33 Hutt Street, ADELAIDE Level 1 (No Lift Access)

Date: Wednesday 7th December 2016

Time: 9.30am to 4.00pm

Parking: Is available in the public car park in Wakefield St or Flinders St

TERMS AND CONDITIONS

- Telephone bookings will not be accepted. Payment must be received to confirm your place
- Payment must be received 5 working days before the commencement of the training.

PAYMENT - Payment can be made via cheque made out to Pinnacle HR Inc or directly credited to National Australia Bank, BSB: 085-042, Account: 639-858-737 or VISA / MasterCard:

Card Number

Expiry Date /

Card Holders Name:

Email Address for Sending Payment Confirmation:

CANCELLATION TERMS AND CONDITIONS

Please note cancellation terms and conditions attached.

Client Cancellation Policy:

1. All cancellations must be notified in writing to admin@pinnaclehr.com.au Registrations for Training may be cancelled up to five (5) working days prior to the Training date and participants will receive a full refund.
2. Registrations for Training which are cancelled with less than five (5) working days notice prior to the Training date will not receive a refund.
3. Where a participant does not attend the full training fee will be charged.
4. Where the participant cannot attend they may arrange for an alternative employee to attend by giving not less than two (2) working days notice.
5. Payment must be made not less than five (5) days prior to commencement of the Training.