



MANAGING UNSATISFACTORY EMPLOYEE PERFORMANCE TRAINING

Who should attend – This Workshop is designed for Managers, Supervisors and Team Leaders to assist them in identifying and how to deal with employees' unsatisfactory performance in the workplace.

Topics covered:

- **Managing Unsatisfactory Employee Performance**
 - **Identifying the problem**
 - **Devising a strategy and taking appropriate action**
 - **How to conduct counselling sessions and an adequate investigation**
 - **Manager's Responsibilities**
 - **When to move to a disciplinary procedure**
 - **Importance of documentation**

Session will include Workbook and handouts will be provided

Outcome:

By the end of the session attendees will have gained an understanding of the factors contributing to unsatisfactory employee performance, how to conduct performance interviews and investigations, and how failure to manage these processes correctly, impedes on business performance.

Date:	Tuesday 2 May 2017;		
Time:	9.30am to 12.30pm		
Venue:	Pinnacle HR, 33 Hutt Street, Adelaide. Level 1 (No lift access)		
Cost:	Standard Fee:	\$210.00 (GST inclusive) per person	
	Members Discount:	\$180.00 (GST inclusive) per person	

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



Managing Unsatisfactory Employee Performance Training

To register for training please complete the information below.

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

(PLEASE PRINT)

Name of Participant(s)

.....

Organisation

.....

Address

.....

Phone

Fax

Email

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Time: 9.30am to 12.30pm

Parking: Is available in the public car park in Flinders and Wakefield Street.

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 training@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.