



MANAGING POOR PERFORMANCE & UNFAIR DISMISSAL

ONSITE TRAINING

Who should attend – It is recommended that all Managers, Supervisors and Team Leaders attend this session to gain a sound understanding of how to Manage Poor Performance and conduct Disciplinary investigations and meetings to mitigate incurring heavy penalties from Fair Work Australia as a result of a claim for Unfair Dismissal being upheld; alternatively the employee could be reinstated. **These penalties will directly affect the bottom line of your organisation.**

Topics covered:

- **Managing Poor Performance**
 - Identifying the problem
 - Devising a strategy and taking the appropriated action
 - How to conduct an adequate investigation & counselling session
 - Documentation

- **The Disciplinary Process**
 - Understanding the principles of Natural Justice and Procedural Fairness process
 - When to give warnings
 - How to inform the offending employee when they are in breach of their conditions of employment or are performing poorly
 - Statutory requirements
 - Understanding what is “Summary Dismissal”
 - Understanding “Serious and Wilful Misconduct”
 - When and how to terminate effectively

Session will include case studies; Workbook and handouts will be provided

Outcome:

By the end of the session attendees will have gained an understanding of how to conduct performance interviews and investigations, the legislation in relation to unfair dismissal and how it impedes on organisational effectiveness and business performance and much more.

Training Date: Date can be selected to suit your organisation requirements
Allow 3 hours per Training session

Venue: On Client Site

Cost: Members: Metro Area \$1400 per session (Ex GST)
Non Member: Metro Area \$1600 per session (Ex GST)
Regional Area - travel costs additional
No Class limit

If you require further clarification please contact Anna Farrugia on 8232 2820 or anna@pinnaclehr.com.au

MANAGING POOR PERFORMANCE & UNFAIR DISMISSAL TRAINING Booking Form

To book your session(s) for on site training please complete the form below.
Then fax this form to PINNACLE HR on 8224 0107 or email to anna@pinnaclehr.com.au

Contact Name Position:

Organisation

Please tick: Member Non-Member

Street Address

Phone

Fax

Email

No of sessions required:

Preferred Date Time:.....am/pm

Estimate No of Participants per session

Preferred Date Time:.....am/pm

Estimate No of Participants per session

List any issues or topics you would like addressed in the session:

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I hereby understand and accept the Terms of Engagement:

.....
Signature Date

Cost: **Members:** Metro Area - \$1,400 per session (Ex GST)
Regional Area – Travel Expenses extra

Non-Members: Metro Area - \$1,600 per session (Ex GST)
Regional Area – Travel Expenses extra

PAYMENT

Payment can be made via cheque made out to PINNACLE HR or directly credited to National Bank, BSB 085 042, Account 639858737

PINNACLE HR TERMS OF ENGAGEMENT

CANCELLATION Policy

Cancellation of this training session must be received at our office in writing at least 3 working days before training is to commence. Failure to do so may result in your organisation being invoiced for costs already incurred by us relating to this training session.

GST

A GST of 10% will be applied to all relevant charges. PINNACLE HR is registered for GST purposes and our ABN is 54 507 165 001. PINNACLE HR is registered under the GST legislation and will provide you with a tax invoice to enable you to claim tax credits, as appropriate.

Billing

Our terms of payment are strictly 14 days from the issue date of the invoice and PINNACLE HR reserves the right to recover any outstanding amounts.