Herbert Smith Freehills continues its highly successful employment law programs in 2020.

We design practical and interactive programs and ensure our facilitation skills equal our legal expertise. Our public programs accommodate individual development and networking opportunities, and our customised programs build tailored capability for your entire team.

- **Conducting Workplace Investigations**
- **Industrial Relations and Enterprise Bargaining Essentials**
- **Employment Law Essentials: from hiring to firing (including managing poor performance, bullying and misconduct in the workplace)**

To register for any of these programs or to enquire about a customised program contact us on EIRSTraining@hsf.com or +61 3 9288 1105.

**REGISTRATION**

If you are looking for employment and HR law training which is tailored to your organisation’s unique needs, please contact us to discuss how we can partner with you to design a learning program which is customised for your team.
To enrol in one of our public programs or enquire about customised programs, please call +61 3 9288 1105 or email EIRSTraining@hsf.com

*2 or more enrolments in any of our programs receive a 10% discount on the total enrolment fee.

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**CONDUCTING WORKPLACE INVESTIGATIONS**

Conducting a workplace investigation can be a daunting process – allegations can be difficult to identify, interviewing witnesses and analysing evidence can be time consuming and confusing, and making findings of fact can be complicated. After handling all the practical and technical difficulties, managing expectations and maintaining workplace harmony while carrying out your investigation may feel all but impossible. Conducting a properly scoped workplace investigation is critical to managing legal risk and protecting your business reputation.

In this program, we will:

- provide you with clear and practical guidance on how to run an effective workplace investigation
- provide you with a sound understanding of the legal and practical issues which you need to address when conducting an investigation
- ensure your investigations are efficient, procedurally fair and minimise legal risk
- consider when to outsource an investigation and when to seek a report under legal professional privilege
- explain how to make findings of fact, even in the face of conflicting witness evidence

For detailed program information click [here](#).

**Melbourne**

Wednesday 4 March 2020
9.00am - 3.30pm
$1,450* (inc GST)
INDUSTRIAL RELATIONS AND ENTERPRISE BARGAINING ESSENTIALS

All employers need to be aware of the complex collective bargaining options under the Fair Work Act and how to navigate the stringent procedures that exist. This program will provide an introduction to Australia's industrial relations and enterprise bargaining framework and ensure you use the Fair Work laws to your best advantage. HR/ER practitioners and Operations Managers with basic to moderate enterprise bargaining experience will benefit most from attending this session.

This program will assist you to understand:

- the framework of Australia's industrial relations laws
- how bargaining commences and concludes
- union right of entry
- good faith bargaining laws
- the role and powers of the Fair Work Commission, unions and the courts
- responses to union-initiated industrial action
- the ‘BOOT’ test and the current FWC approach
- other procedural requirements
- the strategic considerations regarding bargaining and employee engagement
**EMPLOYMENT LAW ESSENTIALS: FROM HIRING TO FIRING (INCLUDING MANAGING POOR PERFORMANCE, BULLYING AND MISCONDUCT IN THE WORKPLACE)**

Human Resources has a key role in advising the business on the myriad of laws that relate to engaging, managing and terminating employees. This program will provide you with a clear and comprehensive explanation of employment law, including recent developments, to help you improve existing procedures and manage employee issues that arise.

This program will assist you to:

- know which laws guide interactions between employers and employees, from hiring to firing
- understand the key legal concepts relating to workplace relations, equal opportunity, bullying, performance management and termination of employment
- identify key risks and opportunities in relation to award coverage, employment contracts and enterprise bargaining
- apply the law to advise line managers and inform business strategy on human resources issues

For detailed program information click [here](#).

**Melbourne**
KEY CONTACTS

If you have any questions, or would like to know how this might affect your business, phone, or email these key contacts.

ANTHONY WOOD
PARTNER, MELBOURNE
+61 3 9288 1544
Anthony.Wood@hsf.com

NATALIE PERRIN
EXECUTIVE COUNSEL, MELBOURNE
+61 3 9288 1708
Natalie.Perrin@hsf.com

MARCO FEDELI
SOLICITOR, MELBOURNE
+61 3 9288 1393
marco.fedeli@hsf.com

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