

# EMPLOYMENT LAW ESSENTIALS: FROM HIRING TO FIRING

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## Online

Wednesday 23 February 2022

10.00am – 3.00pm AEDT

\$675\* (incl. GST)

Wednesday 17 August 2022

10.00am – 3.00pm AEST

\$675\* (incl. GST)

## Program overview

The employment life cycle begins with recruitment and ends when an employee leaves your organisation. Throughout this time there are regular interactions between employers and employees, most of which are governed and influenced by a web of ever-evolving employment laws.

Human Resources practitioners, in house counsel and managers play a key role in advising on the law, policies and processes that apply to recruitment, employment contracts, managing leave, the National Employment Standards, poor performance, bullying, sexual harassment, misconduct and termination of employment.

In this program we provide a clear explanation of the law that relates to each of these topics and consider practical ways to manage the interaction smoothly, minimise issues and address problems that may arise.

You will leave the program with a clear knowledge of employment law principles, including the most recent legal developments and a practical understanding of their application.

## Learning outcomes

You and your organisation will benefit from:

- understanding the laws that relate to the recruitment process;
- understanding the key clauses in employment contracts and why they exist;
- identifying key risks and opportunities in relation to award coverage, employment contracts and enterprise bargaining;
- identifying the legislation governing the employment life cycle including an awareness of the basic principles of workplace relations, equal opportunity and bullying laws;
- gaining an overview of optimum processes for managing poor performance and misconduct in the workplace and medical incapacity;
- differentiating between the possible reasons for termination of employment; and
- knowing how to take appropriate action to manage an employee's departure.

## Participant Feedback

*Very pragmatic, relevant and up to date session. Useful use of case studies. Excellent outline of things you need to know.*

General Counsel

*Great program to attend to build/refresh foundation IR knowledge and starting to understand how to apply. I really enjoyed the content and way it was presented. I'm excited to keep my workbook as a continual reference as I grow my knowledge in this space! Thank you!!*

Position withheld

*Brilliant and very informative and easy to follow.*

Disability Discrimination Solicitor

*I thought the session was excellent. [It was] very engaging and fantastic presenters. Excellent online delivery.*

HR Advisor

*The program was really relevant to my role. Whilst I am familiar with EO, UFD's, Bullying, Harassment, termination, misconduct as I refer to it on a daily basis, it really cemented my knowledge and has given me more confidence with future advice I provide to [my] manager.*

HR Advisor

*Highly informative, relevant and absolutely necessary moving into the IR space. Personally I struggle with focussing on the computer for 4 hours, but the duration of the course is well-balanced without compromising in terms of the amount of content covered.*

HR Business Partner

## Session materials

We understand that many of our participants will be working from home or in a number of different locations. We will mail out a participant workbook ahead of the session and will be in contact to confirm the appropriate mailing address following registration.

## Agenda

The session commences at 10.00am AEST/AEDT and concludes at 3.00pm AEST/AEDT. There will be a lunch break of approximately 30 minutes at around the midpoint of the session.

## Registration

To register for this program or to enquire about a customised version for your organisation, please contact us on [EIRSTraining@hsf.com](mailto:EIRSTraining@hsf.com) or +61 3 9288 1105.

### **\*Special Offers:**

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

## CPD Requirements

Recommended CPD point allocation: 4.5 points per webinar.

If this particular educational activity is relevant to your immediate or long term needs in relation to your professional development and practice of the law, then you should claim one CPD unit for each hour of attendance, refreshment breaks not included. Please contact your Professional Body for your state