



RECRUITMENT, DISCIPLINE AND TERMINATION In-House Training

This in-house course is designed to equip those persons with recruitment responsibilities with the knowledge and practical skills for effectively hiring staff. In addition, attendees will also learn about the strict legislation and case law that surrounds how discipline and termination issues are to be resolved.

The course runs for approximately 2.5 hours and offers attendees a complete overview of recruitment, discipline and termination processes.

COURSE CONTENT

- Proven recruitment strategies
- Developing effective recruitment techniques suitable to your workplace and its needs
- Avoiding a claim of unlawful discrimination (as it applies to the pre-employment stage)
- Developing an understanding of legislative requirements of discipline and termination for employers:
 - Unfair Dismissal processes and the concept of harsh, unjust and unreasonable
 - General Protections dismissal applications
- How to follow a fair process when investigating an allegation of unsatisfactory performance or conduct
- Reviewing precedent case law
- Learning proactive employer approaches effective dispute resolution
- Developing set procedures for supervisors / management to follow.

A lot more!

WHO SHOULD ATTEND?

- ✓ Hotel Managers
- ✓ Heads of Departments
- ✓ Duty Managers
- ✓ HR personnel

Anyone with staffing responsibilities should attend!

IN-HOUSE TRAINING COST (from 1 January 2018):

QHA Members	\$990.00 per organisation*
Non QHA Members	\$1,500.00 per organisation*

TO ORGANISE YOUR SESSION TODAY: Email the QHA's [Employment Relations Manager](#)

** up to 20 attendees per session. Discounts apply where more than one session is booked.*