



EMPLOYMENT RELATIONS FOR MANAGERS In-House Training

QHA's *Employment Relations for Managers* is a popular in-house training option for employers seeking to ensure their Hotel Managers and other persons with staffing responsibilities are aware of the latest when it comes to legislative and operational obligations and requirements.

Covering a number of key Employment Relations ("ER") concepts this course delivers the information and knowledge for developing and enhancing employment relations skills for hospitality professionals.

The course examines the following important ER topics:

1. Legislation

In this session attendees are provided with a detailed overview of the current ER legislation, entitlements and responsibilities for employers and employees. Topics discussed include:

- *Fair Work Act 2009* and associated legislation (WHS, Long Service Leave etc)
- The role of the Fair Work Commission, and of the Fair Work Ombudsman
- Enterprise Bargaining and Union Right of Entry
- Pay Slip and Employee Record requirements

2. Legislated Conditions of Employment

Attendees will be provided with background to, and an overview of, the National Employment Standards contained in the *Fair Work Act 2009*. The National Employment Standards represents minimum conditions of employment for all employees - those covered by Awards and Enterprise Agreements as well as employees who are 'common law'. Your presenter will also focus on common interpretation concerns of entitlements and conditions.

3. Discipline and Termination

During this session best practice processes to follow for disciplinary and termination matters are discussed, together with the legislative framework for termination/dispute remedies through the Fair Work Commission. Tips with respect to workplace investigations and performance management is also provided as part of this topic.

4. Discrimination, Harassment and Policies

Attendees will learn about the state and federal discrimination and harassment legislation, workshop practical examples, and be armed with the information and skills necessary for ensuring a discrimination and harassment free workplace. Policy and procedure development is also discussed with practical tips for effective policies.

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

QHA Members	\$1,200.00 per organisation*
Non QHA Members	\$1,900.00 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.

Employment Relations Specialists

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