



WORKPLACE LAW FOR MANAGERS

*How to make people management easier
and stay on the right side of the law*



Managers often find that the hardest part of their job is managing their staff. Management skill *and* a knowledge of the relevant law is the key to making the job of people management much easier.

This one day workshop is designed to give Managers, Supervisors and their internal Advisers a clear, relevant and practical understanding of workplace law, together with an appreciation for how that understanding can be applied to make people management and legal compliance so much easier.

The first part of the workshop focuses on the legal framework, discussing the critical role of contracts and explaining all the different parts in the legal jigsaw puzzle. The second part focuses on Performance, Conduct, The Do's and Don'ts of Dismissal and other Tricky Issues.

Workshop outline overleaf

WHO SHOULD ATTEND?

Managers
Supervisors
HR Professionals
Corporate Counsel

RESERVE A DATE NOW

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M: 0410 622 887

E: elizabeth@
devinelaw.com.au

*We can present this
workshop either in your
workplace or off site.*

Key Benefits

- Up to the minute information about relevant law.
- Understand employment law in context.
- Examine tricky issues and find out what to do when they arise—including ill and injured employees, redundancy, transfer of business, abandonment of employment.
- Learn lessons from real cases.
- Professional development, the key to risk prevention and reduction in legal costs.
- Access to specialist expertise, with plenty of opportunity to ask questions and to share ideas.
- Take away practical resource material.

DEVINE LAW AT WORK



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Workshop Outline

8.30am	Registration and Networking
8.45am-9.30am	Welcome and Introduction, including the 10 Golden Rules of Employment Law
9.30am-10.40am	The Employment Contract—it's vital role in making people management easier
10.40am-11am	Refreshment Break
11am-12pm	The Legal Obligations of Managers—What you need to know
12pm-1.15pm	Performance & Conduct— a 'how to' guide to getting the most of employees and staying on the right side of the law
1.15pm-2pm	Lunch Break
2pm-3.30pm	The Do's and Don'ts of Dismissal and other ways to terminate
3.30pm to 4pm	Health, Safety and Ability at Work: effective management of diversity in your workplace Part 1.
4pm to 4.20pm	Refreshment Break
4.20pm to 5pm	Health, Safety and Ability at Work: effective management of diversity in your workplace Part 2
5pm-5.30pm	Review and Conclusion

YOUR PRESENTER

This workshop will be presented by Elizabeth Devine, Principal of Devine Law at Work. Elizabeth has specialised in workplace law for 15 years and has practiced law for 20 years. In 2002 she founded Devine Law at Work, a law firm and workplace relations consultancy which is in the business of *helping people work together for better results.*

A professional speaker and enthusiastic educator, Elizabeth is known for her easily understood and approachable style.

More information about Elizabeth is available at www.devinelaw.com.au



Elizabeth Devine is an outstanding public speaker. Her knowledge of employment law issues is extensive and her ability to impart the information to our delegates is impressive. Delegate feedback is always extremely positive.

Denise Tanner

Conference Producer – Team Manager,
Legalwise Seminars