

# HOW TO BUILD EFFECTIVE EMPLOYMENT AGREEMENTS AND UNDERSTANDING OBLIGATIONS AS AN EMPLOYER

Workshop - 3 hours \$215.00 plus gst

One-to-one training (per hour) \$180.00 plus gst

This workshop provides an opportunity for participants to gain an understanding of employment relations and human resource practices and apply them directly to their own business.

## WHO SHOULD ATTEND:

Employers who need to be aware of their obligations required of them by the Employment Relations Act 2000 when in contact with staff.

## BENEFITS:

- ▶ Understand the impact of provisions within the Employment Relations Act 2000
- ▶ Be aware of employer obligations
- ▶ Understand personal grievances and disputes procedures
- ▶ Understand the changes to the Holidays Amendment Bill

## TOPICS:

- ▶ Understanding and preparing employment agreements.
- ▶ Who is an employee?
- ▶ Holidays and leave
- ▶ Managing non-performing employees
- ▶ Disciplinary processes
- ▶ Changes to the Government's Employment Relations Amendment Bill (No 2) (which came into force on 1 April 2011)
- ▶ Extension of trial periods to all employers
- ▶ New test for personal grievances
- ▶ Union access to workplaces
- ▶ Requirements around retaining copies of employment agreements
- ▶ Changes to the Holidays Amendment Bill (which came into force on 1 April 2011)

## REGISTRATIONS:

Contact Natalie on 869-1445

Email: [gistraining@bdo.co.nz](mailto:gistraining@bdo.co.nz)

Online: [www.buseducation.com](http://www.buseducation.com)

## IN-HOUSE TRAINING:

Would your organisation benefit from customised training? We will deliver any of our programmes in-house and tailor them to the specific needs of your organisation.

## CANCELLATION POLICY:

If a registrant wishes to cancel, five working days notice is required to receive a refund, less a 10% administration fee. If you are unable to give five working days notice, arrangements can be made at the discretion of BDO Training to transfer to another workshop or for another person to attend. Unless such notice is given, full workshop fees are payable and refunds will not be given.

BDO Training reserves the right to cancel or postpone a workshop. At this time you can either:

1. Receive one-on-one training on the workshop topic; or
2. Transfer to another workshop (if you are using a NZTE Capability Development Voucher, please contact the Regional Partner to see if this can be transferred); or
3. Have the workshop fee refunded in full.