

GERALDTON

Wednesday  
19 July, 2017

# HR Management - Understanding the Basics

Understanding and dealing with Human Resource issues can be one of the biggest challenges faced by many business owners. Making strategic decisions in situations such as termination or redundancy can be a major problem particularly when the employer has very little knowledge or experience when dealing with such complex matters.

This half-day training brought to you by Horizon HR will look at some of those HR problems that employers face regularly. The training will provide you with that basic HR knowledge so you can manage complex HR situations in the future more effectively.



Topics covered in the course include:

- Contracts of Employment – Do we really need them?
- Policies and Procedures – Why bother?
- Am I in the Federal System or State System?
- What Awards do my employees actually come under?
- Overtime & Penalty Rates
- Termination of Employment
- Redundancy procedures

<b>DATE:</b>	Wednesday 19 July, 2017		
<b>TIME:</b>	8.00am – 12.30pm		
<b>TRAINER:</b>	Horizon HR		
<b>VENUE:</b>	Master Builders Association – 4 Walton Close, Geraldton		
<b>COST:</b>		<u>Course Fee</u>	<u>Total</u>
	MBA Member	\$440.00	<b>\$440.00*</b>
	Non-member	\$490.00	<b>\$490.00*</b>

If you require further assistance, please contact us on **08 9921 5061** or email [geraldton@mbawa.com](mailto:geraldton@mbawa.com)

\*Prices subject to change.

This course is GST free

## HR MANAGEMENT – UNDERSTANDING THE BASICS

Wednesday 19 July, 2017 | 8.00am - 12.30pm

### PARTICIPANT DETAILS:

Surname:		First name:	
Date of birth:			
Mobile:		Email:	
Home address:			
Suburb:			Postcode:
Job/Trade title:			
Job description (brief detail):			

### EMPLOYER/COMPANY DETAILS:

Master Builders member name:			
Employer/company name:			
Address:			
Suburb:			Postcode:
Contact name:		Email:	
Phone:	Fax:	Mobile:	
Please <u>tick</u> the industry sector in which you work		Commercial <input type="checkbox"/>	Housing <input type="checkbox"/> Engineering <input type="checkbox"/>

### PAYMENT DETAILS

Payment **MUST** be received prior to the course date to secure your place & receive your confirmation.

**EMAIL:** geraldton@mbawa.com      **FAX:** 08 9965 5025

**POST:** Master Builders Association, P.O. Box 1525, Geraldton WA 6531

Course Costs	Master Builder member	Non-member
	\$440.00 per person	\$490.00 per person
<i>Please note that course costs subject to change. This course is GST free</i>		

<b>Method of Payment</b>	Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Credit Card <input type="checkbox"/> Money Order <input type="checkbox"/>	<b>Amount: \$</b>
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Credit Card Details ( <i>please tick</i> ):	Bankcard <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/>
Card number:    _ _ _ _ / _ _ _ _ / _ _ _ _ / _ _ _ _	Expiry date:    _ _ / _ _
Cardholders name:	Signature:

You must quote your **INVOICE NUMBER** as the reference when paying by Direct Deposit.

### Cancellation Notice

*A refund will not be provided for no shows on the day of the course, or cancellations less than 5 working days prior to the course date. You may, however, substitute another person up to 24 hours prior to the course.*

If you require further assistance, please contact us on **08 9921 5061** or email [geraldton@mbawa.com](mailto:geraldton@mbawa.com)

To view our Terms & Conditions please visit [www.mbawa.com](http://www.mbawa.com)