



GERALDTON

Tuesday
23 May, 2017

Performance Management Training - Serious Misconduct Investigations

Conducting disciplinary serious misconduct investigations is one of the biggest challenges feared by all HR professionals and supervisors alike.

Brought to you by Horizon HR, this one-day course provides participants with the practical skills and knowledge to deal with serious misconduct disciplinary investigations from the very start when a complaint is received through to its conclusion with the drafting of an Investigatory Report and providing recommendations based on a thorough investigation process.

By the end of the course participants will be able to:

- Understand the investigation process and legal requirements.
- Explain the principles of procedural fairness and natural justice.
- Understand how the investigation process links to the Fair Work Act, in particular, how to avoid a decision which could be deemed harsh, unjust or unreasonable.
- Understand the important role of policies and procedures within the process.
- Understand the difference between the complaint and the allegation.
- Consider pre-investigation matters such as suspension.
- Draft investigatory interview invite letters.
- Gather evidence from a range of different sources and consider information gathering parameters.
- Prepare for the interview and conduct effective interviewing skills.
- Successfully handle disruptive Union and other representatives.
- Evaluate evidence and report writing.

DATE: Tuesday 23 May, 2017
TIME: 8.00am – 12.30pm
TRAINER: Horizon HR
VENUE: Master Builders Association – 4 Walton Close, Geraldton

COST:	<u>Course Fee</u>	<u>Total</u>
MBA Member	\$440.00	\$440.00*
Non-member	\$490.00	\$490.00*

If you require further assistance, please contact us on **08 9921 5061** or email geraldton@mbawa.com

*Prices subject to change.

This course is GST free

SERIOUS MISCONDUCT INVESTIGATIONS

Tuesday 23 May, 2017 | 8.00am - 12.30pm

Please Note: This course is subsidised by the Construction Training Fund (CTF) for eligible participants. Master Builders requires participants details be provided as indicated below, otherwise the full fee may apply.

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>		

Method of Payment Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Credit Card <input type="checkbox"/> Money Order <input type="checkbox"/>	Amount: \$
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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	<i>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.</i>
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