



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.

<b>DATE:</b>	Tuesday 23 May, 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>

\*Prices subject to change.

Construction Training Fund (CTF) subsidy availability for this course is still under review for eligible participants.

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>		

<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.

<b>Cancellation Notice</b>	<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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If you require further assistance, please contact us on **08 9921 5061** or email **geraldton@mbawa.com**

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