

GERALDTON

Tuesday
26th October 2017

Performance Management Training - Dealing With Poor Performance

At Horizon HR we understand the difficulty in managing employees with performance problems, which could lead to termination.



This half day course will assist supervisors, team leaders and others who have HR Responsibilities to:

- Understand the basic principles of how to deal with performance problems;
- Learn the procedures to follow when terminating employees who have performance issues as well as providing them with the opportunity to improve;
- Consider the legal implications and avoid Unfair Dismissal claims; and
- How to conduct Performance Appraisals correctly.

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|-----------------|---|-------------------|------------------|
| DATE: | Tuesday 26 th October, 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

PERFORMANCE MANAGEMENT TRAINING

Tuesday, 26th October 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 tick 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: \$ |
|--------------------------|---|-------------------|

| | |
|---|---|
| Credit Card Details (please tick): | 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.

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|----------------------------|---|
| 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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To view our Terms & Conditions please visit www.mbawa.com