

2012 SCHEDULE OF PCS EVENTS

FEBRUARY

Tuesday, 7 February: Webinar
12pm to 1pm

Topic: *Understanding industrial action*

Content overview:

- When can industrial action be taken?
- What can you do in response to industrial action?
- Approach taken by FWA when intervening in industrial disputes
- Key elements in contingency planning

Suitable for:



MARCH

Tuesday, 6 March: Webinar
12pm to 1pm

Topic: *Demotions, salary freezes and contract variations: how far can you go?*

Content overview:

- Understanding current economic pressures: PCS' experience
- What constitutes a repudiation to a contract?
- Win-wins in contract variations
- Innovative approaches to effecting change without losing talent

Suitable for:



Wednesday, 7 March: Education + Training
8.30am to 1.00pm

Program: *CLE Session for In-House Counsel: Critical Issues in Employment Law and Regulation 176*

PCS has formulated a half-day program designed specifically for in-house corporate lawyers to address the current critical aspects of employment law. Participants attending this session will be able to claim CLE points and the session will satisfy the requirements of the mandatory regulation 176 under the *Legal Profession Regulation 2005 (NSW)*.

Content overview:

- The new Work Health and Safety legislative regime – understanding the new framework, liability, penalties and risk management
- Behaviour and culture – why bullying and harassment claims are on the rise and what in-house lawyers need to be across
- Workplace investigations – tips and traps
- Adverse action claims – sleeping giant or storm in a teacup?

Suitable for:



APRIL

Thursday, 5 April: Education + Training
8.30am to 12.30pm

Program: *Legal Basics for Emerging HR Professionals Part 1*

PCS recognises that those starting out in HR are rarely given the training in the legal aspects of the matters to which they will be exposed. This 4 part introductory program will be an intensive course focused on increasing awareness of HR legal issues in a modern commercial context.

Content overview:

- Introduction to the law of HR
- Background to the Australian workplace relations system: history and evolution
- The Work Choices controversy
- Understanding Federal and State systems
- Critical concepts: awards, EBAs, NES
- Key Courts and Tribunals dealing with workplace relations issues
- Making enterprise agreements, bargaining in good faith and industrial action

Suitable for:



Tuesday, 10 April: Webinar
12pm to 1pm

Topic: *Bullying, working-from-home and other WHS risks in "office" environments*

Content overview:

- Code of Practice in bullying
- Drug and alcohol risks
- Working-from-home audits and risk management

Suitable for:



Thursday, 19 April: Education + Training
8.30am to 12.30pm

Program: *Legal Basics for Emerging HR Professionals Part 2*

Content overview:

- The employment contract: what is it?
- Standard and non-standard terms in contracts
- Confidentiality and restraints of trade
- Recruitment: screening risks and pitfalls
- Managing performance during employment
- Policies and procedures in the employment relationship
- Employees vs contractors

Suitable for:



MAY

Thursday, 3 May: Education + Training
8.30am to 12.30pm

Program: *Legal Basics for Emerging HR Professionals Part 3*

Content overview:

- Human rights and equal opportunity principles in employment
- Discrimination, harassment and bullying claims
- Taking reasonable steps as an employer
- Work health and safety legislation and management
- Effective training in EEO and WHS matters
- Workplace surveillance

Suitable for:



Tuesday, 8 May: Webinar
12pm to 1pm

Topic: *Contractor, labour-hire and third party management*

Content overview:

- Sham arrangements
- WHS, EEO and other obligations to third parties
- Auditing arrangements
- Individual liability for Directors and managers

Suitable for:



Thursday, 17 May: Education + Training
8.30am to 12.30pm

Program: *Legal Basics for Emerging HR Professionals Part 4*

Content overview:

- Termination of employment: redundancies, misconduct and performance
- Organisational change and restructures
- Different types of legal claims
- Conciliations, hearings and employment litigation
- Working with "legal"

Suitable for:



Attendance guide

- Senior HR professionals, ER/IR specialists, those in HR consulting
- General counsel and in-house lawyers
- Board members, executive level and senior management
- Junior HR professionals and other line managers
- OHS and diversity specialists



2012 SCHEDULE OF PCS EVENTS

JUNE

Thursday, 7 June:
Key Briefing: By Invitation Only
7.30am to 9.00am

Topic: *Performance Management – Getting it Right*

Content overview:

PCS devotes a considerable part of its practice assisting clients to implement and execute sound performance management programs. Given the ongoing challenges presented in this area, our mid-year function will be dedicated to an in-depth analysis of:

- How contractual provisions can facilitate effective performance management
- The importance of documentation
- The performance management process – tips and tricks
- Steps to take – following it up
- How to create a high performance culture
- How to avoid claims of bullying and harassment

Suitable for:



Tuesday, 12 June: Webinar
12pm to 1pm

Topic: *Workplace investigations: latest developments*

Content overview:

- Internal vs external investigations
- Understanding the standard of proof
- Observations from Tribunals on investigations
- The rights of the parties in an investigation
- Fair Work Ombudsman's role in investigations

Suitable for:



JULY

Tuesday, 10 July: Webinar
12pm to 1pm

Topic: *Auditing your workplace culture*

Content overview:

- Importance of "culture" in an organisation
- Elements of a culture audit
- Steps you can take to improve your workplace culture

Suitable for:



AUGUST

Tuesday, 7 August: Webinar
12pm to 1pm

Topic: *Enterprise Agreements: pros and cons*

Content overview:

- When are EAs appropriate for an organisation
- Understanding requirements for EAs to be approved
- Passing the BOOT
- Ramifications of having EAs in place
- Alternative forms of workforce regulation

Suitable for:



SEPTEMBER

Tuesday, 4 September: Webinar
12pm to 1pm

Topic: *Issues in Executive Employment*

Content overview:

- Negotiating terms and conditions with key executives
- Confidential information and restraints
- Restrictions on termination payments
- The "face of the organisation" and managing conduct issues

Suitable for:



OCTOBER

Tuesday, 9 October: Webinar
12pm to 1pm

Topic: *Responding to workplace grievances: options and obligations*

Content overview:

- Developing appropriate policies and procedures
- Mediations and conciliations: effectiveness
- Adverse action claim risks

Suitable for:



NOVEMBER

Tuesday, 6 November: Webinar
12pm to 1pm

Topic: *Key watch-outs for 2013*

Content overview:

- The IR legislation landscape: legislative change in 2012
- Developments in termination of employment
- Discrimination, harassment and bullying update
- WHS harmonisation wrap-up

Suitable for:



Thursday, 22 November:
Key Briefing: By Invitation Only
5.00pm to 8.00pm

Topic: *Hypothetical – "You're being sued for harassment: now what?"*

Content overview:

In what will be a landmark event in workplace legal services, PCS will be presenting its first-ever "Hypothetical" where Joydeep Hor, PCS' Managing Principal, will facilitate a thought-provoking discussion with a panel of business leaders comprising CEOs, Heads of HR, In-house counsel and Corporate Affairs leaders.

The "Hypothetical" will be followed by our annual end-of-year cocktail event.

Suitable for:



Attendance guide

- Senior HR professionals, ER/IR specialists, those in HR consulting
- General counsel and in-house lawyers
- Board members, executive level and senior management
- Junior HR professionals and other line managers
- OHS and diversity specialists

PCS are proud exclusive legal sponsors of:



28 & 29 March 2012 Luna Park, Sydney



People+Culture Strategies

2012 SCHEDULE OF PCS EVENTS

REGISTRATION FORM

REGISTRATION DETAILS			
Title	First name	Last name	
Position			
Organisation			
Postal address			
Suburb			Postcode
Phone			Mobile
Email			

NOTE: if more than three people registering please advise by email - discounts will apply

QUALIFICATION AS A PCS CLIENT:

As a PCS client, many of our events are offered to you on a complimentary basis or at reduced cost. Unless otherwise agreed with you, you will qualify as a PCS client if your organisation has paid a PCS tax invoice for our services (other than webinars) in the 2011 calendar year.

I am a PCS client I am not a PCS client, my payment details are below.

I WOULD LIKE TO REGISTER TO ATTEND:

WEBINAR SERIES (please tick selection)	COST
<input type="checkbox"/> 7 February 2012: Understanding industrial action	PCS clients: complimentary Non-clients: \$90 inc GST
<input type="checkbox"/> 6 March 2012: Demotions, salary freezes and contract variations: how far can you go?	PCS clients: complimentary Non-clients: \$90 inc GST
<input type="checkbox"/> 10 April 2012: Bullying, working-from-home and other OHS risks in "office" environments	PCS clients: complimentary Non-clients: \$90 inc GST
<input type="checkbox"/> 8 May 2012: Contractor, labour-hire and third party management	PCS clients: complimentary Non-clients: \$90 inc GST
<input type="checkbox"/> 12 June 2012: Workplace investigations: latest developments	PCS clients: complimentary Non-clients: \$90 inc GST
<input type="checkbox"/> 10 July 2012: Auditing your workplace culture	PCS clients: complimentary Non-clients: \$90 inc GST
<input type="checkbox"/> 7 August 2012: Enterprise Agreements: pros and cons	PCS clients: complimentary Non-clients: \$90 inc GST
<input type="checkbox"/> 4 September 2012: Issues in Executive Employment	PCS clients: complimentary Non-clients: \$90 inc GST
<input type="checkbox"/> 9 October 2012: Responding to workplace grievances: options and obligations	PCS clients: complimentary Non-clients: \$90 inc GST
<input type="checkbox"/> 6 November 2012: Key watch-outs for 2013	PCS clients: complimentary Non-clients: \$90 inc GST
Total cost for webinars: \$	

To participate in our webinars, all you need is your PC and internet connection.

EDUCATION + TRAINING (please tick selection)	COST	VENUE
<input type="checkbox"/> 7 March 2012: Employment Law for In-house Counsel	PCS clients: \$190 inc GST Non-clients: \$390 inc GST	The American Club, Level 14, 131 Macquarie Street, Sydney
April / May: Legal Basics for Emerging HR Professionals <input type="checkbox"/> All sessions <input type="checkbox"/> Session 1 <input type="checkbox"/> Session 2 <input type="checkbox"/> Session 3 <input type="checkbox"/> Session 4	PCS clients: \$350 inc GST per session or \$950 inc GST for all sessions Non-clients: \$450 inc GST per session or \$1,450 inc GST for all sessions	Saxons, Level 10, 10 Barrack Street, Sydney
Total cost for PCS Education series: \$		

PAYMENT OPTIONS

Total amount being paid \$ **inc GST**

CREDIT CARD
Visa, MasterCard, American Express*
Cardholder's name
Card number
Expiry date
CCV number
Signed:

** A 3% surcharge applies if paying by American Express*

EFT We will send you a tax invoice with our account details

CHEQUE Please make cheques payable to People + Culture Strategies Pty Ltd and send with completed form to: Level 2, 56 Clarence Street, SYDNEY NSW 2000

RETURN COMPLETED FORM TO SARAH LILLEY -

Email: sarah.lilley@peopleculture.com.au

Phone: 02 8094 3110

Fax: 02 8094 3149

Post: Level 2, 56 Clarence Street, Sydney NSW 2000

Cancellation Policy

If you are not able to attend a seminar, another representative from your organisation is welcome.

However, if no one is able to attend:

- You will receive a total refund if you give us more than 20 working days written notice before the seminar.
- You will receive a 50% refund if you give us between 10 and 20 working days written notice before the seminar.
- You will not receive any refund if you give us less than 10 working days notice before the seminar.



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