



People+Culture Strategies

TRAINING MODULES

Hiring, firing and everything in between

Session style	Facilitated legal learning (information presented in an interactive, non-technical and entertaining way with a strong emphasis on practical case studies - this includes facilitated discussions around hot topics, workshops and quizzes)
Learning Objectives	<ul style="list-style-type: none">• To train managers on their legal and ethical responsibilities in people management (including recognising and managing key risk areas such as recruitment, parental leave, injured employees, performance management and termination)• To increase awareness and develop skills in best practice procedures regarding employee document management and ongoing policy compliance and training
Outline of Topics Covered	<ul style="list-style-type: none">• Recruitment and induction• The “Contract” of employment (including managing probationary periods)• Types of work relationships (including contractors and casuals)• Parental leave• Managing injured employees, absenteeism and extended sick leave• Performance management• Separation management• Post-separation issues
Duration	8 hours (eg 8.30 to 4.30) including 75 minutes of breaks
Session Cost	\$7,500 ⁱ plus GST, travel costs ⁱⁱ and materials production costs
Facilitators	Joydeep Hor, Managing Principal accompanied by one of PCS’ Associates
No of Attendees	10-15 managers per session
Add-on options	<p>It is recommended that prior to delivering this program, PCS conducts a review of the organisation’s existing HR Policies and Procedures, contracts of employment and any template contractor arrangements.</p> <p>Fees for this work are available upon request.</p>

ⁱ Fees are payable in full upon invoicing and a cancellation fee of 50% will apply for sessions cancelled within 48 hours of scheduled delivery. Separate rates apply for sessions outside Sydney metropolitan area

ⁱⁱ Travel costs will be limited to cabfares to and from the venue