

Essential Employment Law

Workshop Contents

Module #2

Essential Employment Law covers the following. It can be run as a half day, or in sections (either 30 mins, 1 hr or 1.5 hrs).

<p>Section 1: The Employment Relations Act</p> <p>In this first section we cover the key piece of legislation that governs the employment relationship. We work through conditions around offering a role, employment agreements and Collectives (if required), trial periods, meal breaks, flexible working and different types of employees (fixed term, part time, casuals, zero hours) and what issues can trip managers up.</p> <p>Learning Outcome: Demonstrate answering questions about the ERA.</p>	<p>Introductions 10 mins</p> <p>Content & discussions 45 mins</p> <p>Action Plan 5 mins</p>
<p>Section 2: Disciplinary Procedures and Restructuring</p> <p>If managers have responsibility for working through disciplinary procedures or restructuring, this session works through the steps that are required to be taken by an employer, real case studies and cases to see what employers did right and wrong.</p> <p>Learning Outcome: Understanding the steps required to be worked through to treat employees fairly and in good faith.</p>	<p>Overview of the steps 20 mins</p> <p>Case Law examples & discussion 40 mins</p>
<p>Section 3: The smaller Acts</p> <p>We move onto the smaller Acts that still impact on the employment relationship including minimum wage, criminal record, protected disclosures, jury leave and more.</p> <p>Learning Outcome: Knowing the basics of other legislation requirements.</p>	<p>Run as a quiz this session takes 30 mins</p>
<p>Section 4: The Holidays Act and managing leave</p> <p>Lastly we cover the Holidays Act - annual, sick, bereavement and statutory leave. We look at case studies of how the legislation applies as well as your leave provisions and then tools and ideas to manage leave issues. We also cover Parental Leave.</p> <p>Learning Outcome: Demonstrate answering questions about the Holidays Act and making an action plan of ways to manage leave more effectively.</p>	<p>Annual & Parental leave 30 mins</p> <p>Bereavement & Public Hols 15 mins</p> <p>Sick Leave 30 mins</p>