

### Performance and Termination Course

This year alone has seen excessive court payouts for employees who have successfully claimed unfair dismissal and discrimination in circumstances that could have easily been avoided or minimised had business management followed correct procedure under the law.

Be equipped with the knowledge you must consider if you are dismissing an employee, learn what actions and obligations will impact your decision.

**Date: Wednesday 29 October 2014**

**Duration: 9.00am to 12.00pm**

**Location: AHA Training Centre, 38 Parliament Place, West Perth.**

**Investment: AHA Members \$139, Non AHA Members \$159**

**Book online [www.ahawa.asn.au/training](http://www.ahawa.asn.au/training)**

### Approved Managers- Course in Management of Licensed Premises (MLP1)

#### Classroom

#### October

14<sup>th</sup> Perth

28<sup>th</sup> Perth

#### November

12<sup>th</sup> Perth

28<sup>th</sup> Perth

30<sup>th</sup> Margaret River

**AHA Members \$299**

**Non AHA Members \$340**

#### Online

#### Option 1 for Approved Managers - Course in Management of Licensed Premises (MLP1)

**AHA Members \$229**

**Non AHA Members \$249**

#### Option 2 for Approved Managers - Course in Management of Licensed Premises (MLP1) + RSA

**AHA Members \$269**

**Non AHA Members \$299**

### Provide Responsible Service of Alcohol

**Online RSA Nationally Accredited - \$65**

### Frontline Leadership

This workshop is nationally accredited and participants will receive a statement of attainment for the "Show Leadership in the Workplace – BSB-MGT401A" unit of competency. Ideal for existing and emergin frontline leaders and supervisors.

**Thursday 23 October 2014**

**Investment: \$465, includes catering**

### Mental Health Awareness for Leaders

This workshop is designed to support leaders and supervisors to understand stress and mental health as it applies in the workplace, and feel confident and capable to effectively support employees who may be experiencing stress and mental health challenges.

**Monday 27 October 2014**

**Investment: \$465, includes catering**

### Fatigue Management Workshop

This workshop is designed to help supervisors and managers to motivate their staff to engage in managing their fatigue and alertness in the workplace.

**Monday 17 November 2014**

**Investment: \$465 per person**

### Skill Builders

Whether you are in a management, operational, supervisory or front line role there is a wide selection of accredited online courses which all count as credits towards full qualifications including Certificate II, III, IV and Diplomas in Hospitality.

**Available online.**

**Each Skill Builder: \$179**

**Book Online**

**[www.ahawa.asn.au/training](http://www.ahawa.asn.au/training)**



## Understanding and Awareness of Equal Employment Opportunity (EEO) in Western Australia

*The Equal Employment Opportunity legislation applies equally across all industries and sectors.*

Varying cultural backgrounds, remote worksites, office politics and workplace sites are just some of the circumstances where managers and supervisors need to be especially vigilant in order to ensure both the legal and ethical aspects of equal employment opportunity are applied.

**Date:** Wednesday 19 November

**Time:** 9am - 11am

**Location:** AHA Training Centre, 38 Parliament Place West Perth

**Investment:** AHA Member \$99, Non AHA Member \$129

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## KALGOORLIE REGION WORKSHOPS

Senior Workplace Relations Adviser, Dalton Ryan, one of the AHA's vastly experienced Workplace Relations team members, will be travelling to the Kalgoorlie Region on Tuesday 21 October 2014. He will be sharing vital information on Performance & Termination procedures and will present on the in's and outs of the *Hospitality Industry (General) Award 2010* (HIGA) and the *Restaurant Industry Award 2010* (RIA) in a seminar titled 'Know Your Award'.

**Both of the sessions below will assist your business in avoiding huge fines and penalties.**

### 1. Performance and Termination

*Be equipped with the knowledge you need if you are considering dismissing an employee. Learn what actions and obligations will impact your decision.*

### 2. An Introduction to the *Hospitality Industry (General) Award 2010* & (HIGA) and An Introduction to the *Restaurant Industry Award 2010* (RIA)

*These Award workshop sessions will assist in identifying the common areas of underpayments.*

#### **KALGOORLIE**

##### **Performance and Termination**

**Date:** Tuesday 21 October

**Time:** 10.00am -1.00pm

**Location:** Rydges Kalgoorlie, 21 Davidson Street Kalgoorlie 6430

**Investment:** AHA Member \$159, Non AHA Member \$199

#### **HIGA/RIA**

**Date:** Tuesday 21 October

**Time:** 2.00pm -4.00pm

**Location:** Rydges Kalgoorlie, 21 Davidson Street Kalgoorlie 6430

**Investment:** AHA Member \$129, Non AHA Member \$169

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**Book online now, [www.ahawa.asn.au/training](http://www.ahawa.asn.au/training)**

## HR/IR BREAKFAST SESSIONS

**Time:** 8am - 9am

**Location:** AHA Training Centre

**Investment:** AHA Member \$59

Non AHA Member \$79

### How to Write a Drug and Alcohol Policy

**Date:** Thursday 6 November

This session will provide up to date information to assist your businesses in developing a policy that meets your requirements and to manage your workforce to deal with those workers which may be affected by alcohol or drugs, or not comply with staffie drinks or staff functions.

### National Employment Standards & Changes to Schedule C (HIGA)

**Date:** Thursday 4 December

Practical knowledge and technical expertise will assist in the overview of the National Employment Standards to ensure hospitality businesses are compliant with the **Fair Work Act 2009**. The new changes to HIGA will be explained during this session.

### Understanding Bullying or Harassment in the Workplace

This workshop aims to increase understanding and build strategies to respond to workplace bullying and harassment. Participants will learn what can go wrong – despite good intentions – when managers, supervisors or employees fail to act appropriately in response to workplace bullying.

**Wednesday 15 October 2014**

**Investment:** AHA \$99, Non AHA \$129

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*While course dates and information are provided for your convenience on the AHA(WA) website and Training Calendar, please be aware dates and times may change. Contact 9321 7701 to find out more.*