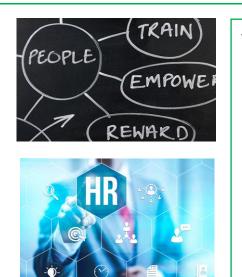


## HR MANAGEMENT Understanding the Basics

Understanding and dealing with Human Resource issues can be one of the biggest challenges faced by many business owners. Making strategic decisions in situations such as termination or redundancy can be a major problem particularly when the employer has very little knowledge or experience when dealing with such complex matters.

This half-day training brought to you by Horizon HR will look at some of those HR problems that employers face regularly. The training will provide you with that basic HR knowledge so you can manage complex HR situations in the future more effectively.



Non-member

Topics covered in the course include:

- Contracts of Employment Do we really need them?
- Policies and Procedures Why bother?
- > Am I in the Federal System or State System?
- What Awards do my employees actually come under?

\$490.00

\$490.00\*

- Overtime & Penalty Rates
- Termination of Employment
- Redundancy procedures

DATE:	Tuesday 25 July 2017							
TIME:	8.00am – 12.30pm							
TRAINER:	Horizon HR							
VENUE:	Master Builders Association – 4 Walton Close, Geraldton							
COST:								
0001.		Course Fee	Total					
	MBA Member	\$440.00	\$440.00*					

If you require further assistance, please contact us on 08 9921 5061 or email geraldton@mbawa.com

\*Prices subject to change. There is no CTF subsidy applicable on this course. This course is GST free





## HR MANAGEMENT – UNDERSTANDING THE BASICS

Tuesday 25 July 2017 | 8.00am - 12.30pm

PARTICIPANT DETAILS:								
Surname:	First name:							
Date of birth:								
Mobile:			Email:					
Home address:								
Suburb:			Postcode:				le:	
Job/Trade title:								
Job description (brief detail):								
EMPLOYER/COMPANY DETAILS:								
Master Builders member name:								
Employer/company name:								
Address:								
Suburb:			Postcode:			e:		
Contact name:	Email:							
Phone:		Fax:		Mobile:				
Please tick the industry sector in which you work Commercial  Housing  Engineering					Engineering			
PAYMENT DETAILS								
Payment <u>MUST</u> 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	Course Costs Master Builder member Non-member							
\$440.00 per person \$490.00 per person						er person		
Please note that course costs subject to change. This course is GST free								
Method of Payment       Cash          Cheque         Credit Card         Money Order         Amount:        Amount:								
Credit Card Details (please tick): Bankcard  MasterCard  Visa  Visa								
Card number: / / / Expiry date: /								
Cardholders name: Signature:								
You must quote your INVOICE NUMBER as the reference when paying by Direct Deposit.								
<b>Cancellation Notice</b> 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.								

If you require further assistance, please contact us on 08 9921 5061 or email geraldton@mbawa.com