

EMPLOYMENT & WORKPLACE TRAINING SERVICES GUIDE

Workplace Safety

- Safety incident management
- Contractor and labour hire safety - what you need to know
- White collar safety - bullying and mental health
- Risk and liability under safety laws

HR / Employee Management

- How to recruit, engage and retain staff
- Managing flexible work
- Workplace investigations training
- Managing ill and injured employees
- Social media and the workplace
- Managing parental leave and return to work
- Performance management
- Managing terminations of employment

EEO (Discrimination, bullying & harassment)

- Employee awareness training - appropriate workplace behaviour
- Manager/leader awareness training - appropriate workplace behaviour
- EEO training - discrimination, bullying and harassment
- Leadership and diversity
- Code of Conduct training

Each training module is available as either a 3 hour power-module or a comprehensive full-day module.

A 3 hour power-module is \$2,500 plus GST and a full-day module is \$4,000 plus GST. We offer a 10% discount for any training conducted at Murfett Legal (capacity for 30 participants).

Generally, it works well to run two power-modules in a day (for example, one module from 9-12pm, then a second module from 1-4pm).

Subject to your needs, some training modules may be consolidated to two hours though the standard pricing would still apply.

We are available to develop specific training modules for your business, or tailor existing modules to your needs, for which we would then separately quote.

