



First Select

Employee Relation Management

Date	Venues	(\$Fees	Book your seat
22 Dec -26 Dec 2024	Kuala Lumpur	3300	Register Now

Become familiar with employee relations concepts and frameworks and gain a better understanding of conditions of employment governing the employment of general employees at USQ.

Course objectives:

The course will provide participants with:

- A sound understanding of employee relations;
- An understanding of the industrial instruments governing conditions of employment.
- Familiarisation with standard working hours, overtime conditions and entitlements;
- Familiarisation with standard leave provisions and entitlements

Who should attend?

All general employees, supervisors and managers who are interested in learning more about employee relations.

Course Outline:

The course outline is as follows:

- Employee Relations
- The Award System
- Certified Agreements
- Human Resources Policy Manual
- Categories of Employment
- Working Hours and Overtime
- Flexible Work Options
- Leave Provisions
- Question Time

WORKSHOP STYLE:

This will be a participative workshop with a mix of interactive learning sessions, exercises and discussions aimed to provide maximum impact and learning retention for all delegates.



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