

Termination & Performance Management

Termination and Performance Management can be difficult areas to navigate. Avoid concerns by learning the correct terminology and procedures to ensure you will not only employ the right staff but you will have staff who will perform well. Also learn the correct and legal procedures for termination.

This course is a must for staff who are responsible for hiring, managing and terminating employees. Protect your business by ensuring you are informed of the most current legislation in regard to termination. The content of this course is customised for the Automotive Industry and delivered in plain English terminology.

Participants will learn the essential policies and procedures needed for termination as well as effective techniques for recruiting the right people and then successfully managing their performance.

Topics Covered:

- Recruitment & Selection
- Letter of Appointment & Contract of Employment
- Performance Appraisals
- What is termination
- Procedural Fairness
- Unfair Dismissal & Lawful Termination
- Summary Dismissal
- Termination Payments & Notice Periods

See full course schedule for dates at <http://training.mtansw.com.au> or phone (02) 9213 4222

Cost: Members \$185.00 (Incl. GST) (non members please add 30%)

To register for this course please fill in your details and Fax to: (02) 9212 6889

Please post cheques, after faxing, to Locked Bag 5012, Darlinghurst, 2010. Confirmations will be sent 1 week prior to course commencing via fax. **Any enquiries please contact MTA's Training Department on Ph: (02) 9213 4222**

This document becomes a tax invoice for GST when you make payment. ABN: 63000008088

Seminar Name: _____	Session Date: _____
Member Number: _____	Company Name: _____
Postal Address: _____	Phone Number: _____
	Fax Number _____
Email Address _____	Mobile Number _____
Attendee Name (s): _____	
Payment: <input type="checkbox"/> Credit Card	Card/Account Number: _____ MasterCard/Visa/Amex
	Cardholder's Name: _____ Expiry Date: _____
<input type="checkbox"/> Cheque	Cheque No: _____
<input type="checkbox"/> EFT: ANZ Darlinghurst, BSB No. 012-140, A/C No. 833370639	(Please fax through remittance after transfer)
<input type="checkbox"/> Capricorn Account	Account No: _____
Amount: \$ _____	Voucher No: _____

Please send me an SMS reminder message 24hrs prior to course

Whilst there is every intention to run the program as advertised, MTA NSW reserves the right to change the program and/or presenters. MTA NSW also reserves the right to cancel this event due to insufficient numbers. If this occurs, refunds will be made in full.

If you wish to cancel your registration and you notify us 5 or more working days before the event, we will refund 100% of your fee. For cancellations notified less than 5 working days before the event, no refund will be made. All registrations are transferable at any time to another person within your organisation (at no charge).