



## *Duncan Cotterill Employment Law Series*

### **Practical advice for your workplace**

It is a tall order for employers to keep pace with the ever changing complex legal landscape of the workplace. But to be well informed can prevent issues from arising and allow you to manage any potential risks.

With this in mind, Duncan Cotterill's specialist employment law team has developed a series of practical and customised workshops. Learn from the experts how you and your managers can confidently deal with employment relations.

### **Course Content**

Each module provides practical insights into identifying and managing issues, which arise in the workplace. Case studies and examples of recent court decisions illustrate employment law in practice.

#### **Recruitment and Retention**

- Attract and select the best candidates
- Employee or contractor – full time, fixed term or casual?
- Introducing effective workplace policies
- Good faith in your workplace

#### **Unions in the Workplace**

- The role of union and union rights
- Effective relationships with your union
- Managing conflicts
- Collective bargaining

#### **New Workplace Laws**

- KiwiSaver
- Flexible working arrangements
- Meal breaks and breastfeeding breaks

#### **Leave (Holidays Act) and Parental Leave**

- Navigate the leave minefield
- Annual leave, public holidays, sick and bereavement leave
- Parental leave

#### **Health and Safety**

- Understand your obligations
- Health and safety in your workplace
- Practical tools for dealing with health and safety issues

#### **Restructuring and Redundancy**

- Planning a restructure
- Carrying out a fair consultation process
- Smooth implementation of workplace change

#### **Long Term Absences**

- Managing long term absences
- When can you fairly cry 'halt'?

#### **Discipline and Termination**

- Identifying and managing poor performance, misconduct and serious misconduct
- Managed exits
- Avoiding personal grievances
- Tips and tricks to get the best from the personal grievance process

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### **Course Details**

These modules are delivered as part of a two day course.

**Day One:** Focuses on recruitment, hiring the right people, understanding employee entitlements and developing workplace policies, which suit your workplace and comply with the law.

**Day Two:** Focuses on managing problems and the unexpected, with an emphasis on discipline, poor performance, termination, long term absences, restructuring and redundancies. *Participants can choose to attend one or both days.*

Alternatively, pick and choose the modules that best suit your needs. We can tailor them to your specific requirements and deliver them to you directly at your workplace.

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### **Course Dates and Registration**

**When:** Christchurch, Tuesday 16 September and Tuesday 23 September, 8.30am-5pm.

**Cost:** \$750+GST for one day, \$1,200+GST for both days.

Please contact Skye if you are interested in attending courses in Auckland, Wellington or Nelson or to discuss any in-house training needs.

**Contact:** Skye Melville, Employment Legal Secretary

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