

DAY	DATE	MONTH	EVENT
Thursday	21	February	TAA NSW HRM Meeting
Friday	22	February	TAA NSW Regional HRM Webinar
Thursday	21	March	Know Your Award – Hospitality Industry (General) Award
Wednesday	27	March	Hotels and the Law
Thursday	11	April	Counselling, Warnings and Fair Termination
Thursday	2	May	Webinar: Know Your Award Overview
Thursday	16	May	Managing Bullying, Harassment and Discrimination
Thursday	23	May	Webinar: Guidelines for Hiring or Firing Employees
Wednesday	5	June	Work Health & Safety
Thursday	13	June	TAA NSW HRM Meeting
Friday	14	June	TAA NSW Regional HRM Webinar
Thursday	4	July	Know Your Award – Hospitality Industry (General) Award
Thursday	25	July	Webinar: Work Health and Safety Overview
Thursday	1	August	Counselling, Warning and Fair Termination
Wednesday	4	September	Managing Bullying, Harassment and Discrimination
Friday	13	September	Webinar: Know Your Award Overview
Thursday	17	October	Work Health & Safety
Thursday	31	October	Hotels and the Law
Thursday	7	November	Counselling, Warnings and Fair Termination
Wednesday	27	November	TAA NSW HRM Meeting
Thursday	28	November	TAA NSW Regional HRM Webinar
Wednesday	4	December	Webinar: Guidelines for Hiring or Firing Employees

## MANAGING BULLYING, HARASSMENT AND DISCRIMINATION

**Cost: \$143 per participant (Inc. GST) Duration: 4 hours (approx.)**

It is an employer's responsibility to ensure all their staff are train in appropriate staff behaviour and anti-discrimination. This seminar is specifically designed for managerial staff and details their responsibilities in ensuring that the workplace is free from bullying, harassment and discrimination.

Participants attending this will develop an understanding of the relevant legislation, the complaints process, and how to investigate and manage claims of discrimination, bullying and/or harassment in an appropriate manner.

## COUNSELLING, WARNINGS & FAIR TERMINATION

**Cost: \$143 per participant (Inc. GST) Duration: 4 hours (approx.)**

This seminar is designed to provide managers with further understanding of their rights and responsibilities in the disciplinary and termination processes. It addresses issues like natural justice and procedural fairness, abandonment of employment, performance management, termination (including redundancy) and summary dismissal through an examination of relevant legislation and case law examples.

Counselling, Warnings and Fair Termination is a must for any manager with the responsibility of hiring and firing staff.

## HOTELS AND THE LAW

**Cost: \$143 per participant (Inc. GST) Duration: 4.5 hours (approx.)**

The Hotels and the Law Seminar provides an overview of the liquor and gaming laws and regulations relevant to operating a Hotel. Hotels and the Law also offers practical insight into dealing with other legal issues including refusing entry and discrimination, smoking and public health, workplace surveillance and working with police and NSW OLGR inspectors.

This seminar is ideal for anyone involved in managing or working in a hotel -whether it is a licensee/ manager seeking a refresher or a bar attendant seeking a more detailed insight into the laws and regulations that apply to hotels.

## KNOW YOUR AWARD - HOSPITALITY INDUSTRY (GENERAL) AWARD

**Cost: \$143 per participant (Inc. GST) Duration: 4.5 hours (approx.)**

This seminar provides participants with an in-depth overview of the Hospitality Industry (General) Award with reference to case law examples. It is suitable for managerial staff who are responsible for rostering, payroll, hiring and supervising other staff.

## WORK HEALTH & SAFETY

**Cost: \$143 per participant (Inc. GST) Duration: 3 hours (approx.)**

The Work Health & Safety seminar provides participants with a detailed overview of the key obligations under the Work Health and Safety Act 2011 (NSW). The seminar will also address the fundamentals of risk management and management of workplace incidents.

## COURSE BOOKING FORM

### CONTACT DETAILS: Please print in BLOCK LETTERS

TITLE: \_\_\_\_\_ NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_ PHONE: \_\_\_\_\_ MOBILE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

*(We will send the confirmation of your booking and a tax invoice to this person)*

HOTEL: \_\_\_\_\_ MEMBERSHIP NO: \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_

POSTCODE: \_\_\_\_\_

### REGISTRATION DETAILS:

COURSE NAME (seminar \$143/webinar \$77)	DATE	FEE

ATTENDEE: \_\_\_\_\_ POSITION: \_\_\_\_\_

ATTENDEE: \_\_\_\_\_ POSITION: \_\_\_\_\_

ATTENDEE: \_\_\_\_\_ POSITION: \_\_\_\_\_

ATTENDEE: \_\_\_\_\_ POSITION: \_\_\_\_\_

### PAYMENT:

Invoice

Please find enclosed a cheque to AHA NSW in the amount of \$: \_\_\_\_\_

Please debit my:  Visa  Mastercard  Bankcard  Diners  Amex

Card Number:                    Expiry:   /

CCV:    *(Check back of card)*

Cardholders Name: \_\_\_\_\_

Cardholders Signature: \_\_\_\_\_

#### RETURN THIS FORM TO:

*(With payment if applicable)*

**MAIL:** AHA NSW Legal &  
 Industrial Affairs  
 Department  
 Level 15, Hudson House,  
 131 Macquarie Street,  
 Sydney NSW 2000

**EMAIL:** [legal@ahansw.com.au](mailto:legal@ahansw.com.au)

**FAX:** 02 9281 1857

**PHONE:** 02 9281 6922

#### GENERAL DETAILS:

When you register for a course at AHA NSW:  
 All training courses must be paid for in advance.  
 If the registered attendee cannot attend a  
 course, another person can be nominated to  
 attend in their place. Non-attendance at any  
 training activity will result in the full fee being  
 charged.  
 AHA NSW reserves the right to cancel training  
 activities if there are insufficient numbers and a  
 full refund will be provided.

#### CANCELLATION/TRANSFER:

Refund or transfer of a registration is available  
 if written notification is received by AHA NSW  
 at least five business days prior to the course  
 commencing.  
 Refund or transfers made less than five business  
 days prior to the course commencing will be  
 charged an administration fee of \$20.00.  
 Refund or transfer is not available if notification  
 is received less than two business days prior to  
 the course commencing.

SIGNED: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_