



EMPLOYII: TRAINING SERVICES

Training & Workshops

From **Business Owners**, to **Bookkeepers**, **Managers** and everyone in between, we have customisable training and workshop options.



Existing Client?

Use your *Retainer* or *HR On Call* hours on any of the below:

- HR 101 for Managers
- Recruitment & Interview Training
- Award & Rosters
- Ways of Working & Values
- HR 101 for Students
- HR 101 for Bookkeepers
- Custom Training

Commitment to Community

Discounted rates apply | High schools, NFP student associations and groups may be eligible for sponsored workshops. | Contact us for more

Training & Workshops



HR 101 for Managers

\$800 + GST

- What is a Manager / Leader?
- Conflict & mindset
- Assumptions & language
- Intro to performance development & performance management
- Intro to Fair Work
- Intro to Awards, pay, contracts & entitlements
- Intro to workplace investigations & disciplinary procedures
- Intro to HR grievance procedures

Duration: 2 hours



Ways of Working

\$800 + GST

- Initial staff pulse survey and high-level report
- Define how we work together as a team
- Behavioural expectations which form the basis of code of conduct / charter
- Recommended: combine with Values Workshop

Duration: 1.5 hours



Values Workshop

\$800 + GST

- Initial staff pulse survey and high-level report
- Define organisational values
- Application to everyday work
- Recommended: combine with Ways of Working

Duration 1.5 hours



Recruitment & Interview Training

\$900 + GST

- Candidate experience & employer brand
- Structuring interviews
- Job descriptions
- Defining competencies
- Asking the right questions
- The STAR method
- Assessing candidates
- Bias & discrimination
- Best practice tips, scenarios & role play

Duration: 3 hours

Training & Workshops



- Intro to Australian Industrial Relations
- Intro to Awards, contracts, rosters and pay slips - and the relationship between all four
- Flat rates and annualised salaries
- Minimum rates, ordinary hours, overtime, penalties and allowances
- Leave and other key HR requirements

Duration: 3.5 hours



- Specific to your selected Award*
- Minimum rates, ordinary hours, overtime, penalties and allowances
- Key rostering considerations

Duration: 1 hour +

**This training is only available for certain Awards, please enquire.*



- Bullying, harassment and discrimination
- Sexual harassment
- Intro to psychological safety
- Employer and employee responsibilities
- Raising conflict and grievances
- Intro to diversity and inclusion

Duration 1.5 hours +



- We present at High Schools, TAFE, Universities and Student Associations to give students a crash course in working in Australia, their workplace rights and where to go for help for workplace issues.

Duration: 0.5 to 1 hour

The logo for Employii features a stylized teal smiley face above the company name. The smiley face is composed of two curved lines, one above and one below the text. The word "Employii" is written in a bold, black, sans-serif font, with the final two letters "ii" in italics.

Employii

