

Workplace Agreements and successful Collective Bargaining

How to negotiate an effective Workplace Agreement; and,

How to create and maintain a negotiating team structure and process

2 days

Cost

To view current fees & charges refer to the KMIR website: www.kmir.com.au

KMIR will charge a cancellation fee of 50% of the total training fee plus any non-refundable costs incurred by KMIR where any training course is cancelled or postponed by the client with less than 48 hours (Monday to Friday) written notice from the scheduled commencement time of the course being provided to KMIR.

We would also be happy to talk with you about the value of a training needs analysis.

Please contact Katrina Murphy on tel. (07) 3266 3186 or 0419 325 954 or email katrina@kmir.com.au if you are interested in booking any of our workshops.

KMIR TRAINING WORKSHOPS



KATRINA MURPHY
INDUSTRIAL RELATIONS



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Katrina Murphy Industrial Relations (KMIR) courses are tailored to the specific needs of your organisation, with case studies based on topical matters for the participants.

The courses are skills focused with the objective of significantly increasing the confidence, ability and enthusiasm of the participants to implement their new skills in the workplace or organizational environment.

KMIR workshops and training courses may be run at your premises anywhere in Australia or New Zealand. The courses may also be run at our office in Brisbane.

Industrial Relations

Dealing with Workplace Bullies	4 hours
Introduction to Industrial Relations for Team Leaders and Managers	4-8 hours
Warnings, Disciplinary Action and Terminations	4-8 hours
Employment Conditions	4 hours
Workplace Agreements - Union or Non-Union Collective and/or Individual	4-8 hours

Equal Employment Opportunity

Introduction to Equal Employment Opportunity	2 hours
Equal Employment Opportunity for Managers	4 hours
Dealing with Grievances and Complaints Handling	4 hours
Equal Employment Opportunity Contact Officers course	8 hours
Train the Trainer in Equal Employment Opportunity	2 days

Management

Coaching and Counselling	4 hours
Negotiation Skills	4 hours
Effective Workplace Communication	4 hours
Report Writing Skills	4 hours
Report Management Skills	4 hours
Minimising Conflict in Groups	4 hours
Designing Incentive Schemes	4 hours

Management (cont.)

Workplace Culture	4 hours
Collaborative Problem Solving	4 hours
Communication Skills for Managers	8 hours
Managing Individuals - Handling Generational Differences and Conflict between Baby Boomers, Gen X, Y and I	4 hours
Recognising and Managing Conflict in the Workplace	4 hours
Best Practice Meeting Skills	4 hours
Delegation Skills	4 hours
Absenteeism Management	4 hours
Performance Management Skills	8 hours
Time Management	4 hours
Managing Workplace Relations	1 day
Executive Leadership Skills Management Training Programme	2-3 days
Team Leadership	4 hours
Maximising Motivation in Groups	4 hours
Consultative Committee Training	2 days