

# HR ESSENTIALS

Presented by

*Jackie Watt*  
CONSULTANCY



**Jackie Watt** has extensive experience in consulting and human resource management for Department of Education staff in Western Australia and DECD staff in S.A. With over 20 years of experience assisting teaching and non-teaching staff to create job applications, Jackie is well-placed to assist you with your next job application.

These sessions are designed to enhance your skills in Human Resources and apply new methods and ideas to support your staff and school.

Running an Effective Merit Selection Process

Staff Induction and Mandatory Training Requirements

Staff Code of Conduct

Awards and Agreements

Calculating RDO's for Cleaners and Gardeners

Effective Planning

Records Management

## Who should attend?

These workshops are tailored specifically for Managers Corporate Services, School Officers, Deputy Principals and Principals.

## Feedback:

- Interesting and informative
- Great to refresh, gain tips and tricks, network with colleagues
- Clarified policies and procedures on inductions and has given me confidence to drive this process in the workplace
- It was all relevant. Clarified uncertainties regarding RDO's, Awards and Agreements

## Workshops Available:

**When:** Thursday 12 December 2019

**Sessions:** 8:30am to 12:00pm OR 12.30pm to 4.00pm

**Where:** Swan View Room

Tompkins on Swan

632 Canning Highway

ALFRED COVE WA 6154

**Cost:** \$150.00 per person (incl. GST and booking fee)

Book at: <https://www.jackiewatt.com.au/workshops>

For further information contact Jackie  
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**BOOKINGS CLOSE 9 DECEMBER 2019**

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## Running an Effective Merit Selection Process

- ◆ What the process involves and how to streamline it
- ◆ Providing informative, worthwhile and individualised feedback

## Staff Induction and Mandatory Training Requirements

- ◆ Reviewing policies that govern this
- ◆ Understanding the mandatory training employees need to complete
- ◆ Resources and support for new employees
- ◆ Creating an induction file

## Staff Code of Conduct

- ◆ What constitutes code of conduct
- ◆ Acknowledging code of conduct

## Awards and Agreements

- ◆ Interpreting entitlements for school support staff
- ◆ Managing Education Assistant's variation of hours and FTE
- ◆ Staff returning to work after periods of unpaid leave

## Calculating RDO's for Cleaners and Gardeners

- ◆ How to effectively calculate these for cleaners and gardeners
- ◆ Vacation cleaning RDO's and times for the benefit of staff and the school

## Effective Planning

- ◆ Planning for 2020 and identifying 'hot spots'
- ◆ Managing your staff and time effectively

## Records Management

- ◆ What to keep and what to archive
- ◆ Recording archival and disposal information