

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

Workshops Available:

When: Wednesday, 20 November 2019

Sessions: 9:00am to 12:15pm OR 12.45pm to 4.00pm

Where: Library, Geraldton Primary School

75 Fitzgerald Street

GERALDTON WA 6530

Cost: \$140.00 per person (incl. GST and booking fee)

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

For further information contact Jackie
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Who should attend?

These workshops are tailored specifically for Managers Corporate Services, Deputy Principals and Principals and those responsible for the line management of staff.

What else?

Gain tips on how to effectively manage and support your staff to create a cohesive work environment.

For additional information on each session, see page 2 below.

BOOKINGS CLOSE 17 NOVEMBER 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