

MANAGING ILL AND INJURED EMPLOYEES

Course Code: MII



People who have to manage staff with special health needs can feel they are in uncharted waters. Often the special needs are the cause of operational difficulties for the business or organisation. Organisations are often dependent on the skills of their individual managers to be able to deal with these situations sensitively and sensibly. This is also one of the key areas where complaints of discrimination are made.

This programme will provide participants with the tools required to navigate the complex environment where employees are ill or injured. This programme provides a framework for dealing with these issues.

Learning Content

This half day session will cover the following topics:

- Outline of the legislative, industrial, and policy/contract bases for entitlements to personal (sick) leave
- The interaction of workers' compensation and privacy laws
- Discussion of recent discrimination and unfair dismissal cases dealing with these scenarios
- Managing complaints
- Best practice principles in this area

Learning Outcomes

At the conclusion of this programme, participants will:

- Be familiar with your organisation's legal obligations
- Understand how your organisation's policies apply and be able to fill in the gaps
- Be provided with strategies to apply when considering employees who have special needs due to illness or injury
- Understand how to manage complaints

JUSTITIA TRAINING REGISTRATION FORM

Please complete one form per participant. Confirmation of your registration will be emailed.

COURSE DETAILS

Course Code: MI

Course Date: _____

PARTICIPANT DETAILS

Prefix: Mr / Ms / Mrs / Dr / Other:

First Name: _____

Last Name: _____

Position: _____

Organisation Name: _____

Address: _____

Suburb: _____ Post Code: _____

Telephone: ()

Mobile: _____

Email: _____

Email Updates: ☐ Please add me to Justitia's email list

Dietary Requirements: _____

PAYMENT DETAILS

Payment can be made by cheque or credit card. If paying by cheque, please make your cheque payable to 'Justitia'. If paying by credit card, please complete the following section. We request you post or fax this registration form with payment.

Credit Card Type: ☐ VISA ☐ MasterCard

Cardholder Name: _____

Credit Card Number:

| | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

Expiry Date: Month: _____ / Year: _____

Course Fee: \$ _____ (Normal Fee \$500 / Early Bird \$450)

CANCELLATION POLICY

We will refund your total course fee if you give us 5 or more days' notice of your cancellation. We will not refund your course fee if you notify us of the cancellation less than 5 days prior to the training day. Alternatively, you will be given the opportunity to indicate that another person from your organisation will attend in your place. We ask that you inform us of this before the training day. We may sometimes need to reschedule or cancel courses due to unforeseen circumstances. In that instance, we will offer you the option of a total refund of your course fee, or, if that course is deferred to a later date, a transfer of your booking to the later date.

Fax Registration Form to:
(02) 6169 4480