

# MANAGING PERFORMANCE, DISMISSAL AND REDUNDANCY

Course Code: MPDR



It is essential that employers keep up to date with the changing workplace relations landscape, particularly in relation to unfair dismissal. Under the Fair Work Legislation there is a return to a more accessible system for some employees to challenge dismissal. Moving to terminate the employment of an employee at any level in a manner that minimises risks requires a full appreciation of procedural and substantive fairness, regardless of whether the termination is due to poor performance or misconduct or redundancy.

This programme will also consider issues of bullying, which are one of the most frequent causes of dispute in the workplace. There have been some high profile cases: Nikolich and Naidu, to name a few, which have cost organisations a large amount of money in terms of damages, legal fees and management time. This programme will consider how to avoid these situations.

## Learning Content

This half day programme will cover the following topics:

- How to lawfully terminate employment – including the changes in the Fair Work Legislation
- How to minimise the risk of an unfair dismissal claim
- A process for dealing with misconduct
- A process for managing poor performance
- A process for managing redundancy

## Learning Outcomes

At the conclusion of this programme, participants will be able to:

- Understand how the changes in the Fair Work Legislation will affect the unfair dismissal regime
- Define the differences between managing misconduct and poor performance
- Explain the meaning of substantive and procedural fairness
- Recognise how to minimise the legal risks in this area, particularly where there are bullying complaints

## JUSTITIA TRAINING REGISTRATION FORM

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

### COURSE DETAILS

Course Code: MPDR  
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: 

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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**