



Industrial Relations and Human Resources

Short courses and workshops

Cronulla July - November 2008

Office of Industrial Relations

Industrial relations in NSW - rights and responsibilities	Tues 2 Sep 2008	FREE	9am - 12pm
Employing staff in hairdressers and beauty salons	Tues 16 Sep 2008	FREE	9am - 12pm
Recruitment and retention	Tues 14 Oct 2008	\$88.00	9am - 1pm
Workplace arrangements - understanding awards and agreements	Tues 4 Nov 2008	FREE	9am - 12pm
Managing employees - problem-free workplace	Tues 11 Nov 2008	\$88.00	9am - 1pm

Venue: Quest Cronulla Beach, 1 Kingsway, Cronulla

For an overview of our courses please visit www.industrialrelations.nsw.gov.au and click on **Workshops**.

Spaces are limited so you will need to register. Register by completing the form on the back of this flyer and faxing it to (02) 9020 4735. For all enquiries please phone (02) 9020 4612.

**SPECIAL
OFFER - SAVE**
25%*

Receive a 25% discount off your total course cost when you or your
* organisation registers for 3 or more paid course places

Office
Use
Only

1. Course

	location	date	no. of people attending	cost per person	total cost
Industrial Relations in NSW – rights and responsibilities				free	
Workplace arrangements – understanding awards and agreements				free	
Employing staff in hairdressing and beauty salons				free	
Employing staff in the building and construction industry				free	
Employing clerical staff in NSW				free	
Employing staff in kindergartens and childcare centres				free	
Employing staff in social and community services				free	
Recruitment and retention				\$88	
Managing employees – problem-free workplace				\$88	
Workplace policies – write your rules				\$88	
Workplace negotiations – developing practical skills				\$110	
total amount payable					

2. Participant details

1.	first name	family name	email address for workshop confirmation	<input type="checkbox"/>	I do not want to be emailed information about OIR workshops
2.	first name	family name	email address for workshop confirmation	<input type="checkbox"/>	
3.	first name	family name	email address for workshop confirmation	<input type="checkbox"/>	

3. Organisation details

organisation	postal address	postcode		
work number	mobile number	fax number	industry	no. of employees

4. Payment details

<input type="checkbox"/> faxed registration only <input type="checkbox"/> cheque attached <p>IMPORTANT: Please ensure a copy of your registration form is attached to your cheque if registration is being faxed</p> <p>Please make cheque payable to the Office of Industrial Relations</p>	<input type="checkbox"/> MasterCard <input type="checkbox"/> Visa NOTE: we only accept Visa or MasterCard <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table> Cardholder Name: _____ Signature: _____ Expiry Date: _____ Amount: _____				

5. Conditions of registration

<p>Cancellation Cancellations must be in writing. Refunds will only be made on cancellations received more than 7 days prior to the event. You may nominate a substitute to attend in your place or transfer to another seminar. However, only one change is allowed. Please note, that you are still responsible for payment if you do not cancel and do not attend the event. The OIR reserves the right to cancel workshops. If a workshop is cancelled, the OIR will make every effort to advise you. Please send any correspondence by fax to 9020 4735, by post to Workplace Advice, McKell Building, 2-24 Rawson Place, Sydney NSW 2000 or by email to win@oir.commerce.nsw.gov.au</p>	<p>Privacy Statement The OIR acknowledges and respects the privacy of individuals. We advise that information you provide, or may be asked to provide to the OIR is 'personal information' as defined by the Privacy Act 1988 (Cth). This information is collected for the purposes of processing your registration and for providing services from OIR to you. It may be used to keep you informed of upcoming events and assists us in improving and marketing our services to you. Unless you tell us otherwise, we will continue to use this information we obtain about you in this way.</p>
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6. To register

By post to: Workplace Advice, OIR, McKell Building 2-24 Rawson Place, Sydney NSW 2000	By fax to: (02) 9020 4735
For more information visit our website www.industrialrelations.nsw.gov.au and click on Workshops or call Workplace Advice: (02) 9020 4612	