



Overview – HR Essentials:

Recruiting & Building a Positive Work Culture, Employment Law

The Building a Positive Work Culture modular programme focus on creating a positive work culture as one of the key ways you can stand out from the rest when it comes to staff recruitment and retention. Workplaces with a positive work culture have been proven to enjoy higher profits, increased productivity, and more satisfied customers.

Content

The series is delivered to help busy business owners, and those responsible for HR activities of the business; The course is suited to those entering small business HR and for owners who wish to develop their HR knowledge and build a positive workplace culture.

1. [Recruitment Strategy](#) - Learn how to develop practical strategies to attract staff from outside and within the workplace.
2. [Retention Strategy](#) - Gain knowledge of how to apply practical strategies to decrease staff turnover and retain staff.
3. [Thriving Work Culture](#) - Explore insights and latest findings to develop practical strategies to build a thriving work culture.
4. [Employer Branding](#) - Apply practical knowledge and insights to develop an employer branding strategy for your workplace.
5. [Employee Value Proposition](#) - Learn how to develop a compelling employee value proposition to attract and retain staff.
6. [Onboarding Programme](#) - Gain key insights to design an effective onboarding programme to engage and retain staff.
7. [Flexible Work Arrangements](#) - Grow your knowledge about designing a range of flexible work arrangements to attract and retain staff.
8. [Coaching and Development](#) - Use coaching and development reviews and conversations to increase retention and achieve organisational goals.
9. [Engagement Surveys](#) - Design 'agile' engagement survey 's to develop achieve organisational goals.

10. [Learning and Development Best Practice](#) - Equip yourself with knowledge and tools to apply learning and development best practice to your workplace.

Takeaways

This series will provide you with practical knowledge, tips and strategies to help you develop a positive work culture and your HR expertise. At the end of this series you will be able to:

- Develop practical strategies for attracting and retaining staff
- Understand the importance of having a compelling employee value proposition
- Apply best practice leadership behaviours to manage and develop staff
- Use job design and automation to increase critical skills without increasing headcount
- Replace traditional performance reviews with customised coaching and development
- Design and use 'agile' engagement surveys that work to achieve organisational goals
- Detail what employees are looking for and expect employers to provide
- Understand that flexible work arrangements are more than working from home
- Apply best practice Learning and Development principles to meet employee and business needs

Facilitated by



Michael Prisk
HR & ER Consultant

Michael is an HR and Employment Relations Advisor with The Canterbury Employers' Chamber of Commerce.

Michael's 40-year career has exposed him to working across the whole employee lifecycle including recruitment, employee relations, performance management and succession planning and has a particular interest in cultivating talent.

Michael loves partnering and supporting Canterbury businesses to thrive in these challenging times.

Employment Law Essentials

Employment law issues for businesses to deal with are many and varied, and not handling them properly can lead to significant problems. This one day course the key issues that arise on a day-to-day basis, how to respond, and examples of employment situations that have gone wrong.

Content

An overview of the legal framework of employment law in New Zealand, before covering a range of topics in more detail including Fair Pay Act, including:

The different categories of employee and contractor and the different clauses and contractual documentation required for each type of relationship;

Different types of leave, how they operate, and what employees' entitlements and obligations are;

How to manage disciplinary and performance issues to ensure that you meet your obligations as an employer; and

Initiating a restructure process that mitigates risk to the employer.

Learning outcomes:

Understanding a range of employment-related legislative and contractual provisions to ensure your business is meeting its obligations to employees;

How to minimise the risk of misclassifying contractors as employees and an understanding of the different types of employment relationship;

How to avoid common pitfalls and fish hooks in your employment processes;

How to put your business in a good position to defend, and minimise the risk of, personal grievance claims;

How to manage employee leave and ensure you are paying employees correctly; and

Case law examples to aid understanding.

Course Dates and Venue

Part One

14th September to 15th September 2023

Day One: 12.30pm to 5pm (4.5 hours)

Day Two: 8.30am to 4.30pm (7.5 hours)

13 hours

Part Two

20th September to 22nd September 2023

Day One: 12.30pm to 5pm (4.5 hours)

Day Two: 9.00am to 5.00pm (7.5 hours)

Day Three: 9.00am to 12noon (3 .0hours)

15 Hours

Venue:

Mawhera Byte Digital Hub, 1A Guinness Street, Greymouth 7805.

Free tea and coffee station includes biscuits is available. Lunch is not provided.

Presented by Michael Prisk, HR/ER Consultant,
Canterbury Employers' Chamber of Commerce.