

EXPRESSION OF INTEREST

MLJ LAWYERS WORKSHOPS

MLJ Lawyers intends to conduct a series of workshops in the coming months. Please tick those workshop topics you or other representatives of your organisation may be interested in attending.

1. **Fair Work compliance** – practical measures when dealing with modern awards, National Employment Standards and employee record requirements.
2. **Enterprise bargaining essentials** under the *Fair Work Act*.
3. **Flexible workplace arrangements** – your obligations under the *Fair Work Act* and anti-discrimination legislation regarding flexible workplace arrangements and family and carer responsibilities (including parental leave and return to work arrangements).
4. **Getting off to the right start** – pre-employment background screening, the ‘dos and don’ts’ when recruiting, pre-placement medicals and effective employment contracts.
5. **Contractor arrangements** – distinguishing the difference between independent contractor arrangements and employer/employee contract relationships and dealing with independent contractor arrangements – don’t get stung.
6. **Understanding Union rights** including **Union rights of entry** – strategies when dealing with Unions in your workplace.
7. **Your employee’s use of social media** – understanding the work/private life divide in the age of Facebook and Twitter and minimizing an employer’s exposure through appropriate policy development and training whilst complying with privacy laws.
8. **Protecting your business interests** – implementing appropriate measures to protect your business interests including confidential information, restraints of trade and intellectual property. Don’t gift your hard work to your competitor.
9. **Fraud and corruption controls** – assisting you to identify, develop and implement fraud and corruption controls including policies and procedures to prevent the occurrence of fraud and corruption in your workplace.
10. **Unfair dismissal** - legislative changes and steps you should take.
11. **Preventing sexual harassment, bullying and workplace violence. Don’t be exposed.**
12. **Managing difficult situations and conflict** resolution in your workplace.
13. **Fact finding investigations and the disciplinary process** – how to conduct fact finding investigations with confidence, and effectively manage the disciplinary process.
14. **Workplace Health and Safety** – exercising due diligence, preparing workplace health and safety management systems, managing incident investigations and improving the culture of compliance.
15. **Policies and Procedures** – how to identify, develop and implement effective policies and procedures to meet your workplace legal compliance and other needs.
16. **Dealing with sick and injured workers** – a practical approach.
17. **Dealing with mental health in the workplace** – a practical approach.

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