

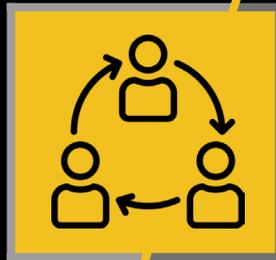
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# Employment + Workplace Relations Training

WORKPLACE  
BEHAVIOUR



PEOPLE  
MANAGEMENT



FOUNDATIONS OF  
EMPLOYMENT LAW



WORKPLACE  
INVESTIGATIONS



TAILORED TRAINING  
OPTIONS



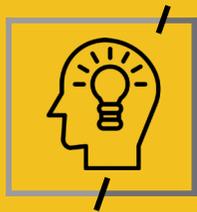


## How Vincent Young can help

Vincent Young provides practical and interactive training courses delivered by industry experts. Our training is designed to navigate the employment + workplace relations landscape and provide practical tips and case studies.

Training topics cover everything from recruitment through to performance management and termination. The training can be tailored for each organisation and created to:

- educate workers;
- upskill managers and team leaders;
- educate executives and business owners; and
- refresh knowledge on the latest developments in employment + workplace relations.



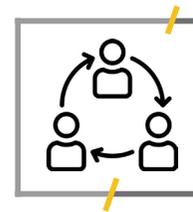
## Workplace Behaviour

An organisation's culture is of utmost importance. Inappropriate behaviour, including harassment, bullying and discrimination are ongoing concerns for all organisations.

All workers need to understand the concept of inappropriate behaviour, including what is "inappropriate", their rights and obligations, potential liabilities and those "grey" areas, such as conduct at work-related functions.

This training can be tailored for a particular audience, for example, managers and leaders or employees. The training will navigate:

- the organisation's values;
- what is acceptable behaviour;
- the concepts of harassment, bullying and discrimination;
- duties and responsibilities;
- potential liability;
- identifying and managing risk;
- raising concerns;
- how to respond to issues or complaints; and
- the importance of workplace policy.



## People Management

Organisations want high-performing teams and this requires good people managers.

This training will guide team leaders, managers and executives through:

- performance management as a concept that begins with induction;
- effective performance appraisals;
- how to best engage in a performance improvement process;
- having difficult conversations;
- dealing with misconduct and poor performance;
- managing ill and injured employees; and
- risks that may arise and best-practice guidance for dealing with those risks.





## Foundations of Employment Law

Training will cover the fundamentals of employment law throughout the employment life cycle. Topics include, recruitment, legislation, policies and procedures, what to include in employment contracts, the options when ending employment and enforcing post-employment obligations.

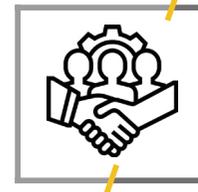
Participants can include professionals starting out in human resources, those with new people management responsibility and experienced professionals wanting a refresher on the basics.



## Workplace Investigations

Designed to give participants an understanding of what is required for a best practice investigation, topics include:

- when to investigate;
- what process to follow;
- internal versus external investigation; and
- actions following the findings of an investigation.



## Tailored Training Options

Options include:

- social media in the workplace;
- managing ill and injured employees;
- enterprise agreements, including the bargaining process; and
- updates on emerging issues, such as whistle-blowing protections and flexible working.



## Employment + Workplace Relations

Vincent Young's Employment + Workplace Relations team provides tailored, practical, timely and strategic advice. Our experience expands across all industries. We focus on partnering with our clients to achieve sustainable workplaces and tailored arrangements which meets their legal and commercial needs. Working with our clients, we ensure they are legally compliant in all areas of the employment life cycle and are best placed to deal with potential litigation.



## About Vincent Young

Vincent Young is a leading boutique law firm specialising in employment + workplace relations, construction, property, engineering, resources and projects matters. Hands on, we manage every matter as if it were our own. For each matter, we mix and match our lawyers to seamlessly produce cost effective, high quality work consistent with the client risk profile.



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Erin has over 10 years' experience in employment + workplace relations and advises employers on all matters relating to the workplace, including enterprise agreements, bullying, investigations into inappropriate conduct, industrial disputes and performance management.

An expert in her field, Erin teaches Law of Employment and Labour Regulation at the University of Wollongong and completed the Key Executives Program at Harvard Business School. She has been awarded one of the top 30 lawyers under 30 by Lawyers Weekly in employment + workplace safety.

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