

Please select the topics you are interested and include your preferred dates and times:

No.	Topic	Duration	Interest	Date	Time
1	Fair Work Overview: A Plain-English Introduction to the Fair Work Laws	1 hour			
2	How to Comply with the NES (Part 1)	1 hour			
3	How to Comply with the NES (Part 2)	1 hour			
4	Modern Awards Explained	1 hour			
5	Employment Contracts Explained	1 hour			
6	Finding the Right Pay for Your Employees	1 hour			
7	How to Lawfully Dismiss Employees	1 hour			
8	Workplace Health and Safety for Beginners	1 hour			
9	A Guide to Workplace Bullying and Stress	1 hour			
10	Avoiding the 5 Most Common HR Mistakes	1 hour			

How would you like the session(s) presented? Webinar Talk (Face to Face)

Address (If Face to Face):

Who will attend?

Estimated number of attendees?

How will you attract attendees?

Company Name:

Contact Person:

Position Title:

Phone:

Mobile:

Email:

Workforce Guardian HR Partner? Yes No, please send me details

Please return your completed form to Workforce Guardian
BY FAX: 02 8072 1575 – BY EMAIL: wgpartners@workforceguardian.com.au