

Managing absent, ill and injured workers

Training program



How long must you hold a job open for an ill or injured worker? What are your obligations to provide light duties or make other adjustments? What are your obligations to accommodate an illness or injury at work?

Managing workers who are absent from work due to illness or injury, or without authorisation, requires carefully balancing the needs of the business and legal rights. There are a wide range of legal issues to navigate including workers' compensation, work health and safety, privacy, discrimination, general protections, and, if an employee's employment is terminated, unfair dismissal. This workshop focuses on assisting participants to effectively and efficiently manage absent, ill and injured workers or, if necessary, lawfully end their employment.

THE BENEFITS FOR PARTICIPANTS

- Outline the range of legal obligations of employers and employees in relation to absent, ill or injured workers
- Develop strategies for minimising absenteeism and dealing with non-compliance with notice and evidence requirements
- Determine when an employee has abandoned their employment

- Identify legal risks in disciplining employees for misconduct or unsatisfactory performance where impairment may be a cause
- Recognise when disciplinary and performance processes should be varied to accommodate an employee's impairment
- Determine when to obtain and how to use medical information about employee incapacity
- Develop and apply a legally-compliant process for managing an incapacitated employee (whether work-related or not)

YOUR PEOPLE

This workshop is designed for Managers, HR practitioners, RTW Coordinators and WHS Specialists who are involved in managing absent, ill and injured workers.

COMPLETING THE PROGRAM AT AI GROUP

Network with other participants and gain the benefit of their shared knowledge and experience. Learn in a 'round-table' discussion style, in the comfort of our focussed learning centres.

COMPLETING THE PROGRAM AT YOUR SITE

We can come to you! The added value of this method of learning is that we can customise the workshop to focus on your business needs and issues. We recommend a group size of between 8 and 12 participants.

DATES AND VENUES

BRISBANE

Friday 9 March 2012
Christie Conference Centre
320 Adelaide Street
Brisbane QLD 4000

ADELAIDE

Wednesday 21 March 2012
Australian Industry Group
Level 1, 45 Greenhill Road
Wayville SA 5034

SYDNEY

Friday 23 March 2012
Australian Industry Group
51 Walker Street
North Sydney NSW 2060

MELBOURNE

Tuesday 27 March 2012
Australian Industry Group
20 Queens Road
Melbourne VIC 3004

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REGISTRATION

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MEMBERS: \$407 **NON-MEMBER:** \$506 **Registration:** 8.30am – 9.00am **Training program:** 9.00am – 4:40pm

All prices are GST inclusive. Payment must be made at time of registration. Australian Industry Group – ABN 76 369 958 788

Ai GROUP MEMBERSHIP NO.

NON-Ai GROUP MEMBER

ATTENDEE 1 TITLE	FIRST NAME	SURNAME
JOB TITLE		COMPANY

ADDRESS

STATE	POSTCODE	EMAIL
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TELEPHONE	FACSIMILE NO.
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ATTENDEE 2 TITLE	FIRST NAME	SURNAME
JOB TITLE		COMPANY

ADDRESS

STATE	POSTCODE	EMAIL
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TELEPHONE	FACSIMILE NO.
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UPON PAYMENT BEING ACCEPTED THIS FORM BECOMES A TAX INVOICE.

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OR PLEASE CHARGE MY CREDIT CARD \$

<input type="checkbox"/> AMEX	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> DINERS	<input type="checkbox"/> VISA	CARD NUMBER															EXPIRY DATE
																			/

CARD HOLDER'S NAME	SIGNATURE
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PLEASE Fax or Email registration form to:

BRISBANE

Heather Bownds
PO Box 128
Spring Hill QLD 4004
Tel: 07 3244 1777
Fax: 07 3244 1799
E: heather.bownds@aigroup.asn.au

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Cancellation Policy – Registration may be cancelled up to 5 working days prior to commencement of the seminar, with participants either transferring to another seminar or receiving a full refund. If no cancellation notice is received or cancellation is made less than 5 working days prior to commencement of the seminar, no refund will be issued. You may substitute another participant at any time prior to the seminar commencement date should the nominated person be unable to attend. Ai Group reserves the right to cancel or postpone a seminar to an alternative date. All registered participants affected by such changes will receive a full refund or be offered the opportunity to transfer to the next available seminar program. Privacy Policy – The Australian Industry Group is bound by the National Privacy Principles under the Privacy Amendment (Private Sector) Act 2000. The personal information disclosed by you to us will be used for the purpose of identifying you and confirming your participation. If applicable, financial information disclosed by you will be used only for the purposes of effecting the transaction to which it relates, and will be kept securely until legally able to be deleted. Otherwise, the personal information disclosed will be used by us to communicate with you about our products and services. If you do not want to receive communications from us about products or services unrelated to this transaction, please inform the contact specified on this form. Details of our Privacy Policy are available from the contact specified on this form. www.aigroup.com.au