

EMPLOYMENT LAW SEMINAR

What you need to know to minimise legal risk in your business

Bradbrook Lawyers is a specialist workplace law firm led by Jodie Bradbrook. Jodie has a reputation for straight talking and breaking down legal jargon to give you great practical advice without the sugar-coating.

Jodie will deliver practical training packed with anecdotal stories in this training session. It will cover various topics to help you navigate workplace investigations and other employment issues.

This session is ideal for clients, lawyers, HR advisors, investigators, and anyone involved in managing employees.

Date: Tuesday 26 September 2023.

Time: 8.15 am for an 8.30 am start, ending at 11.00 am *(with time for a refreshment break and questions).*

Venue: Law Society of South Australia 178 North Terrace, Adelaide SA 5000.

Cost: \$60 plus GST *(Free of charge for current Bradbrook Lawyers clients*).*

RSVP: admin@bradbroadlawyers.com.au by Tuesday 19 September 2023.



PART 1:

Workplace investigations

Understanding the legal framework that sits behind conducting an investigation

- *Procedural fairness – what is it?*
- *The role of your lawyer*
- *Do you have a conflict?*
- *Knowing the legal constraints*
- *Allegations, issues and making a start*
- *Should I suspend, and if so, how?*
- *Conducting an investigation*
- *Avoiding a witch hunt*
- *How to get to the facts of the complaint*
- *Identifying the issue and gathering information*
- *Putting allegations – tips and traps*
- *Containing the gossip – directions to staff*
- *Delivering the outcome*
- *What to do if the complainant is not satisfied*

MORNING TEA BREAK

PART 2

Statements from an emotional witness

Keeping the focus on the complaint while maintaining empathy and respect

- *Is the employee psychologically compromised?*
- *How to manage an employee becomes ill after making a complaint*
- *Handling contact from the employee's concerned partner or family*
- *How to deal with the abusive or offensive text messages*
- *The role of the Employee Assistance Program*
- *Getting information from the employee's doctor*
- *Developing a plan of action*
- *Keeping the focus – Jodie's 2-bucket approach*

Employees who misbehave out of hours

What to do when the lines between work and leisure are blurred

- *Determining the impact on the employment relationship*
- *What do the code of conduct and social media policies say?*
- *Have you done the training?*
- *What is the law?*
- *How to manage the issues*
- *Anecdotes from the front line*

PART 2

Consensual relationships

Developing risk management strategies when there's a workplace romance

- *How to manage*
- *What to do if it ends badly*
- *Sexual harassment laws*
- *What is the business risk?*
- *Anecdotes from the front line*

The no-show worker – have they abandoned?

What to do when you suspect a worker has abandoned employment

- *What is abandonment?*
- *What is the effect of abandonment?*
- *Has the employee actually abandoned?*
- *What to do to confirm the employee has abandoned*
- *Do the notice provisions in the industrial instruments apply?*

Giving feedback to staff

What to do when you suspect a worker has abandoned employment

- *Experience and outlook tensions between manager and employee*
- *Does the manager have appropriate feedback skills?*
- *Is the employee open to feedback?*
- *What is your communication style, and how do your staff perceive it?*
- *How does the employee prefer to receive feedback?*
- *Can you adapt? Will you adapt?*
- *How to manage a serial question-asker*
- *Top tips for giving the feedback*
- *What to do when it goes wrong*

RSVP

Places are limited. Please email admin@bradbrooklawyers.com.au to secure your spot. We'll send you an invoice, which you can pay to confirm your seat.

Parking

The Myer Centre car park is located on Stephens Place off North Terrace. There is direct access to the office tower via the lifts on car park level 1 (C1) or Level 2 (C2).

Refreshments

Will be provided and available before, during, and at the break. Please advise of any dietary requirements at the time of booking.

**Current Bradbrook Lawyers clients have open general advice files in 2023. If you're unsure whether you're a current client, please get in touch.*

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Workplace Relations, Employment & Safety