

Being a Better Boss

Part 1 : Managing People (HR)

- Identifying your labour requirements
- Interviewing and recruiting
- Induction packs
- Set communicate & review expectations
- Performance management
- Working as a team
- Keeping good employees
- Managing roles and responsibilities

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Part 2 : Legal Obligations (IR)

- Employment law
- Employment contracts
- Independent contracting; the basics
- Awards & the National Employment Standards
- Understanding your Award - State v National
- Individual Flexibility Agreements
- Enterprise Agreements
- Termination of employment

Farm Office Efficiencies

More organisation. Less office time.

- Setting up a farm office
- Developing office systems & processes
- Keeping of physical & financial records
- Filing systems
- A paperless farm office
- Archiving
- Record keeping when employing staff
- Communication and farm meetings

Technology, Tablets & Tips

Managing your business on the go

- Get the best out of your tablet & smart phone
- Quick tricks & getting to know your device
- Access and security
- Cloud computing; setting up, filing and syncing
- Version control
- Social media & its relevance to agriculture
- Apps; downloading, buying, tips & demos

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