

# Being a Better Boss

Would you like to know how to find the right employees?

## Day 1 - Managing People

- Identifying your labour needs and the type of person required
- Preparing, interviewing, selecting and recruiting
- Induction packs
- Establishing, communicating and reviewing roles and responsibilities
- Setting, communicating and reviewing expectations
- Performance management and Working as a team

## Day 2 – Legal Obligations

- Employment law
- Employment contracts
- Independent contracting – the basics
- Awards and the National Employment Standards
- Understanding the Pastoral Award
- Individual Flexibility Agreements and Enterprise Agreements
- Termination of employment and Record keeping

**Cost:** \$385 (GST incl.) per person, per workshop.

Course materials, lunch and refreshments are included.

**Workshops are Rural Assistance Authority Farm Business Skills approved**

**A 50% rebate may be available for eligible participants (up to \$175 excl. GST pp/w'shop)**

### Managing People - Part 1

Condobolin	13 <sup>th</sup> February
Cootamundra	15 <sup>th</sup> February
Moree	20 <sup>th</sup> February
Coonabarabran	3 <sup>rd</sup> March

### Industrial Relations - Part 2

Condobolin	9 <sup>th</sup> March
Cootamundra	8 <sup>th</sup> March
Moree	20 <sup>th</sup> March
Coonabarabran	21 <sup>st</sup> March

### All Workshops run 8.45 – 3pm

- 1 person attending both workshops – Receive \$50 discount
- 2 people from one business attending one workshop Receive a \$50 discount
- 2 people from one business attending both workshops Receive a \$100 discount

### NSW Farmers Association members – Discount on Workshop 2

- NSW Farmers members receive a \$35 discount
- NSWFA Industrial Relations members receive \$70 discount

Go to the [NSW Events](#) page of [Partners in Grain](#) webpage to [register](#)

This workshop was developed with funding from GRDC and is delivered by NSW PinG with support from NSW Farmers Association