

AMA QUEENSLAND PRESENTS



PRIVATE PRACTICE
**WEBINAR
TRAINING**
SERIES 2021

5 SESSIONS
ON KEY WORKPLACE RELATIONS ISSUES

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Are you interested in brushing up on your workplace relations knowledge from the comfort of your own desk? The AMA Queensland Workplace Relations Team is presenting its 2021 webinar training series. Enhance your knowledge of topical issues in workplace relations (please see topics overleaf) by logging into the live webinars on the scheduled day. If you're unable to attend the live webinar you can still register and receive a recording of the webinar to listen to in your own time.

WHO SHOULD REGISTER?

- ▶ Health practitioners who employ staff in private practice
- ▶ Practice Managers

Leave essentials: rights and obligations for employees and employers

Monday 22 March 2021 | 10am to 11am

Leave is one of the most fundamental entitlements an employee has, and usually the most commonly accessed. Therefore, it's crucial you as an employer know your obligations when it comes to minimum entitlements around leave. This webinar will provide a breakdown of the most relevant types of leave your employees might need to access, what their entitlements are, and case examples on frequently asked questions around these leave types. It will also cover topics such as how to manage employee's taking excessive leave, what you can do if an employee has an excessive leave accrual, and will also provide a breakdown of policies your practice should have in regards to leave entitlements.

Mental health in the workplace

Monday 24 May 2021 | 10am to 11am

A mentally healthy workplace helps to minimise psychological health and safety risks as well as creates a positive workplace culture, often leading to greater output and overall job satisfaction. With the increased challenges for healthcare workers during the COVID-19 pandemic, it's increasingly important that employers are conscious of the mental health status of their employees and actively addresses mental health hazards. This webinar will educate employers on understanding psychological health and safety risks, risk management strategies, the benefits of promoting positive mental health at work and how to recognise the signs of poor mental health in employees.

Termination of employment

Monday 26 July 2021 | 10am to 12pm

Despite your best efforts, the day will come when you have to dismiss an employee, whether it's because of performance issues or organisational changes. A misstep in the process can lead to stressful and expensive legal claims. In this special extended webinar, we will look at the various reasons for terminating the employment of staff and the range of issues that arise during the termination process. Please note this is an extended webinar due to the Private Practice Training Series 2020 needing to be cancelled due to the pandemic.

Work, Health and Safety requirements

Monday 27 September 2021 | 10am to 11am

It's crucial employers are aware of their Work, Health and Safety obligations. This webinar will provide an overview of relevant legislation and how it applies to your practice. It will explore the extensive changes that workplaces, in particular the health industry, have undertaken as a response to the new Work, Health and Safety challenges as a result of the pandemic. This webinar will also provide a general understanding and overview of an employer's obligations around consultation and how to talk to your staff about safety, including getting them to understand their own obligations under legislation.

Complaints and grievance management

Monday 22 November 2021 | 10am to 11am

No matter the length of time you have been managing employees, receiving a grievance complaint can be daunting, and there is often confusion around what to do next. Employers bear the responsibility of promptly responding in an appropriate way, whilst considering procedural fairness for all involved and any legislative considerations. A mishandled complaint can result in angst in the workplace and loss of quality staff, and in some instances, even a diminished organisational reputation. This webinar will cover the types of complaints you may receive, ways to respond and tips for preventative measures.

