

**Are you a board member, trustee or manager
of a community group/organisation
that employs paid staff?
Then you are invited to...**

Working for Effective Employment Relationships Facilitated by Michael Woodcock and Conor Twyford

Hosted by Community Waitakere and the Workplace Wellbeing Project in conjunction with input from the Department of Labour Mediation Service, this workshop discusses key issues relating to employment matters in community-based organisations. This is an opportunity for sector employers and managers to add to their toolkit of skills and knowledge about best employment practice.

Topics include:

- ✘ Employment Relations Act 2000
- ✘ Governance and Management Issues in Employment Situations
- ✘ Managing Workplace Conflict
- ✘ Performance Management
- ✘ Mediation and Unions

The focus of the workshop is on developing and maintaining effective and positive employment relationships for people involved in working or volunteering on boards and committees in the community. Mana Mahi, the new one-stop employment resource for community organisations, will also be reviewed at this workshop and all participants will receive a free copy.

- Date:** Wednesday 26 August, 2009
- Venue:** Unitec, Ratanui Rd, Henderson (room number tbc)
- Time:** 9.30am – 4.30pm
- Cost:** \$40 per person – includes lunch and a copy of *Mana Mahi* for each participant
- RSVP:** By 24 August – registrations essential



Working for Effective Employment Relationships: Programme Outline

9.30am	Welcome, Introductions
9.45am	Setting the Scene Governance and Management
10.45am	Tea break
11am	Employment Relationships Managing Workplace Conflict Introduction to Mediation
12.45pm	Lunch
1.30pm	Managing Performance Unions and Collective Organising Workforce Development in Our Sector
4.00pm	Workshop Evaluation Farewells and finish

For all enquiries, or to register, please contact:
Mandy Spencer, Community Waitakere, Ph 09 838 7903 or email
mandy@wadcross.org.nz

Numbers limited
Registration and Prepayment Essential
Cancellation Policy: Three Days' notice

REGISTRATION FORM


Organisation:

Name:

Address of Organisation:

Any special dietary or other (eg disability-related) needs

Email Address: Phone:

The  Workplace Wellbeing Project is a collaboration between the NZ Council of Social Services, the NZ Federation of Voluntary Welfare Organisations, Social Services Waikato and the Service and Food Workers Union Nga Ringa Tota. We gratefully acknowledge funding from the Department of Labour and input from DoL Mediation Service. The project's purpose is to support the development and maintenance of good employment practice and relationships within the tangata whenua, community and voluntary sector.