

# Get it Right Webinar Series

## HR NEED-TO-KNOW

Webinar 1: Basics of Employment Law

Webinar 2: Recruitment Onboarding, Induction & Branding

Webinar 3: Restructures, and all the bits & bobs it's good to know

### WEBINAR 1

#### Basics of NZ Employment Law

- › Contracts – what and why
- › 90-day trial vs probation period; and does my business qualify?
- › Why you should address issues in the workplace
- › Informal vs formal action
- › Suspension – can I send someone home?
- › PIPs – what, why and how
- › Formal meetings – what do I have to do, and why?
- › Natural Justice – what is this and why is it important?
- › Unions
- › Who can help me?

**ONLINE: 30th April 10am & 1st May 1pm**

### WEBINAR 2

#### Recruitment, Onboarding, Induction, and Branding

- › Basics when recruiting, dos, donts, and what's in between
  - Advertising channels / methods
- › Difference between induction and onboarding
  - Must have
- › Employment branding
  - Why do I care?
  - What activities drive employment brand
  - How do I compete with the big players for talent?

**ONLINE: 23rd May 10am & 27th May 1pm**



### WEBINAR 3

#### Restructures, and all the bits & bobs it's good to know

- › Change / Restructure
  - Basics required by law
  - How to go about it
  - Who can help me
- › Holidays act – what can I do about leave liability?
  - Paying / cashing out leave
- › ACC – light duties / return to work
- › D&A policy - Suspect someone is working under the influence of Drugs and or alcohol
- › Withholding pay if notice of resignation not worked.

**ONLINE: 3rd June 10am & 12th June 1pm**

#### 45 minute seminar plus 15 minutes Q&A

**COST:** per person per webinar

- FREE TO MEMBERS\*
- NON-MEMBERS \$50 each +GST

\* Only one representative per member company. Available to FPANZ Financial Members who are fully paid-up.

# REGISTRATION FORM

– HR Need-to-Know

**TO REGISTER:** Complete this form and email to: [info@fpanz.org](mailto:info@fpanz.org)  
A link will be sent upon registration.

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\* Only one representative per webinar per member company.

## Webinar 1: Basics of NZ Employment Law

ATTENDEE NAME	MOBILE PHONE No.	EMAIL

ONLINE: *please tick preferred date*

30th Apr 10am      1st May 1pm

30th Apr 10am      1st May 1pm

## Webinar 2: Recruitment, onboarding, induction, and branding

ATTENDEE NAME	MOBILE PHONE No.	EMAIL

ONLINE: *please tick preferred date*

23rd May 10am      27th May 1pm

23rd May 10am      27th May 1pm

## Webinar 3: Restructures and all the Bits and Bobs it's good to know

ATTENDEE NAME	MOBILE PHONE No.	EMAIL

ONLINE: *please tick preferred date*

3rd June 10am      12th June 1pm

3rd June 10am      12th June 1pm



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