



# TAILORED WORKPLACE TRAINING

New Zealand's ever-changing employment and health and safety laws present challenges and opportunities for employers. We offer our clients practical, up-to-date training so that your people understand the current law and can effectively respond to legal issues and manage risks before disputes arise.

## OUR WORKPLACE TRAINING HELPS YOU TO

Grow your expertise to help reduce business risk and promptly identify disputes

Understand your legal obligations as an employer

Inspire and retain employees by investing in their personal development

### What we offer

Bell Gully's tailored workplace training modules provide a cost-effective way to upskill people across your organisation. We offer training on the following topics:

|                 |  |   |
|-----------------|--|---|
| TRAINING TOPICS |  <b>APPROPRIATE WORKPLACE BEHAVIOUR</b><br>Dealing with harassment, bullying, and discrimination  |  <b>TECHNOLOGY AND YOUR WORKPLACE</b><br>Social media, privacy and data protection in relation to your employees   |
|                 |  <b>CONDUCTING EFFECTIVE WORKPLACE INVESTIGATIONS AND DISCIPLINARY PROCESSES</b>  |  <b>HIRING NEW EMPLOYEES</b><br>Top tips for employment agreements and your recruitment process  |
|                 |  <b>PERFORMANCE MANAGEMENT</b><br>Understanding the process and legal risks   |  <b>CRISIS MANAGEMENT</b><br>Managing a major safety incident in accordance with workplace health and safety laws and best practice                    |
|                 |  <b>RESTRUCTURING YOUR BUSINESS</b><br>Managing changes to your business in accordance with procedural fairness and good faith requirements |  <b>WORKPLACE HEALTH &amp; SAFETY</b><br>Officer liability and due diligence; managing contractors; horizontal consultation; and asbestos regulations. |

### How we can help you

We recognise that when it comes to training, one size does not fit all. We deliver three options to suit the particular needs of your organisation. Training can take place at Bell Gully's premises or onsite at your business.

#### ROUND TABLE DISCUSSIONS

An ideal option for small groups where participants can examine and discuss relevant policies, case studies, or current issues.

#### WORKPLACE TRAINING

Interactive sessions, ideal for small to medium sized groups and where multiple topics can be covered.

#### SEMINARS

Detailed presentations, ideal for briefing large numbers of people and where there is limited time.

For more information, please contact one of our team.



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