



Webinar Schedule

April to July 2021



April 2021

Webinar Dates & Times	Webinar Topics
Tuesday, 13 th April 2021 2pm-2.30pm	Understanding the Fair Work System <i>(Fundamentals)</i>
Thursday, 15 th April 2021 2pm-2.30pm	Locating Key Fair Work Resources <i>(e.g. Industrial Instruments, Pay calculator, Best Practice Guides, Fact Sheets, and Templates and Commission Decisions)</i>
Friday, 16 th April 2021 2pm-2.30pm	Operating within the National Employment Standards
Tuesday, 20 th April 2021 2pm-2.30pm	Accessing and Interpreting Modern Awards
Thursday, 22 nd April 2021 2pm-2.30pm	Implementing the HR Cycle <i>(As aligned to the key HR Functions)</i>
Friday, 23 rd April 2021 2pm-2.30pm	Formatting and Writing a Policy
Tuesday, 27 th April 2021 2pm-2.30pm	Writing and Standard Operating Procedures
Thursday, 29 th April 2021 2pm-2.30pm	Developing Cascading Organisational Goals <i>(Including distinguishing KRAs and KPIs)</i>

May 2021

Webinar Dates & Times	Webinar Topics
Tuesday, 4 th May 2021 2pm-2.30pm	Participating in a Job Interview
Thursday, 6 th May 2021 2pm-2.30pm	Understanding the role of a Hiring Manager
Friday, 7 th May 2021 2pm-2.30pm	Preparing a Recruitment and Selection Plan
Tuesday, 11 th May 2021 2pm-2.30pm	Develop a Meeting Agenda
Thursday, 13 th May 2021 2pm-2.30pm	Develop a Formal Meeting
Friday, 14 th May 2021 2pm-2.30pm	Distinguishing Workplace Diversity and Inclusion
Tuesday, 18 th May 2021 2pm-2.30pm	Understanding the Process of Recruitment and Selection
Thursday, 20 th May 2021 2pm-2.30pm	Understanding Workplace Conflict
Friday, 21 st May 2021 2pm-2.30pm	Applying the Thomas-Kilmann Model to Resolve Workplace Conflict

Jun 2021

Webinar Date & Time	Webinar Topic
Tuesday, 1 st June 2021 2pm – 2.30pm	Facilitate a Consultation Meeting
Thursday, 3 rd June 2021 2pm – 2.30pm	Understanding Leadership Styles
Friday, 4 th June 2021 2pm – 2.30pm	Distinguishing Employee and Industrial Relations
Tuesday, 8 th June 2021 2pm – 2.30pm	Developing a Training Program
Thursday, 10 th June 2021 2pm – 2.30pm	Develop and Action Plan
Friday, 11 th June 2021 2pm – 2.30pm	Developing a Service Agreement
Tuesday, 15 th June 2021 2pm – 2.30pm	Developing a Monitoring and Review Plan
Thursday, 17 th June 2021 2pm – 2.30pm	Developing a Communication Plan
Friday, 18 th June 2021 2pm – 2.30pm	Applying the Phillips ROI Model of Evaluation
Tuesday, 22 nd June 2021 2pm – 2.30pm	Developing a Climate Survey
Thursday, 24 th June 2021 2pm -2.30pm	Engaging in Enterprise Bargaining
Friday, 25 th June 2021 2pm-2.30pm	Identifying and Analysing Key HR Metrics
Tuesday, 29 th June 2021 2pm -2.30pm	Understanding Performance Management (and PM Systems)

July 2021

Webinar Date & Times	Webinar Topics
Thursday, 1 st July 2021 2pm – 2.30pm	What is Risk Management, and Why is it Important?
Friday, 2 nd July 2021 2pm – 2.30pm	Understanding Supply and Demand Analyses in Workforce Planning
Tuesday, 6 th July 2021 2pm – 2.30pm	Undertaking Risk Assessment
Thursday, 8 th July 2021 2pm-2.30pm	Developing a Risk Control Plan
Friday, 9 th July 2021 2pm – 2.30pm	Terminating Employment
Tuesday, 13 th July 2021 2pm – 2.30pm	Developing Contingency Plan
Thursday, 15 th July 2021 2pm – 2.30pm	Establishing a Work Team
Friday, 16 th July 2021 2pm – 2.30pm	Distinguishing Probationary and Minimum Employment Periods
Tuesday, 20 th July 2021	Implementing Risk Control Measures
Thursday, 22 nd July 2021 2pm – 2.30pm	Undertaking and Recording a SWOT Analysis (and putting a SWOT into action)
Friday, 23 rd July 2021 2pm – 2.30pm	Undertaking and Recording a PEST (or PESTLE) Analysis

The How to Info



Why



- To support our students with their educational aspirations
- Designed to respond to the learning support needs
- To provide opportunity for students to meet trainers online

Who are the Webinars for?



- All students enrolled with LET Training
- Needing learning support from a trainer on a regular basis
- Enjoying in a visual classroom learning environment

How do I make a booking?

An invitation link will email to you from us 1-2 weeks prior to the scheduled Webinar.

To participate in these Webinars, you will need to register the Webinar (that is relevant to your enrolled course) via the booking link received.

Email to: admin@lettraining.com.au

What if can't participate in the Webinar?

You will be able to access the record of the Webinar.

All you need to do is to register via bookings, that way you will receive the record within a day or a day after the Webinar conducted.

Cost

The Webinar is **FREE** of charge to all Students of LET Training.

Participation



Preparation

Familiarise with the learning material before the session

Read the assessment questions and tasks to understand the requirements

Note your questions that you wish to be answered within or after the session



Timeframe

a Webinar session is designed up to 30 minutes. We recommend that you get ready 10 minutes before the session starts

The record of the Webinar session will email to you within one day or a few hours post the session

Sessions maybe Rescheduled

Possibility of sessions rescheduled:

- LET Training may reschedule the Webinars due to a small number of registrations; or
- Trainer availabilities; or
- Other factors



Need help?
Feel free to
contact us on:



LET TRAINING



02 9633 3929



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