

“Staffing Made Easy”

Caboolture Hub proudly presents “Staffing Made Easy” – 6 short, sharp and effective workshops to help local businesses with practical information and techniques to enhance staff attraction and retention. Be proactive now and minimise the loss of key staff, tradespersons and skills to the mining boom.

WORKSHOP 1

Tuesday 21 February 2012 - 2.00pm – 4.00pm “How to Recruit Talented Employees”

- *Attract and hire the right employees – this workshop will cover simple yet effective recruitment strategies from applicant attraction through to the job offer.*
- *Learn the 7 step recruitment process, write a job advertisement that creates interest and quality applicants.*
- *How to screen through hundreds of resumes and minimise hiring mistakes.*
- *This workshop is designed for owners, managers, and any employee with recruitment responsibilities and aims to cut down expensive recruitment mistakes.*

WORKSHOP 2

Tuesday 20 March 2012 – 2.00pm – 4.00pm “Effective Interview Techniques”

- *Say goodbye to bad hiring decisions – this workshop covers how to find the best person for your job, not just the one with great interviewing skills.*
- *Learn practical techniques to understand the applicant’s real experience and knowledge and identify what’s really needed to succeed in this position.*
- *Learn how to assess if the applicant is compatible with your workplace culture and team and how to avoid common interviewing mistakes.*

WORKSHOP 3

Tuesday 17 April 2012 – 2.00pm – 4.00pm “How to Retain top Talent”

- *The cost of replacing an employee is estimated to be a minimum of 38% of their annual salary, staff retention is essential to minimising business costs and disruptions.*
- *Reduce staff turnover and stop losing key staff to the competition or mining industry – this workshop will cover how to keep your best employees on board with simple low-cost strategies.*
- *Learn to identify resignation warning signs and use low cost alternatives to promotions that will motivate and retain staff.*

WORKSHOP 4

Thursday 17 May 2012 – 2.00pm – 4.00pm **“Effective Performance Appraisals”**

- *Learn how to turn performance appraisals from an annual burden into meetings that motivate your team – this workshop covers how to drive top performance through a simple and effective performance management system and improve company performance by supporting staff to work on their weaknesses.*
- *Learn to achieve staff buy in and conduct difficult performance conversations with ease using new techniques to give feedback and criticism effectively.*

WORKSHOP 5

Tuesday 19 June 2012 – 2.00pm – 4.00pm **“Low-Cost Employee Reward Strategies”**

- *Shift the focus away from the \$ - this workshop will cover how to maximise staff performance and retention with low-cost staff remuneration strategies.*
- *A must for every business – act now to keep your top performers loyal to you.*

WORKSHOP 6

Tuesday 17 July 2012 – 2.00pm – 4.00pm **“Managing & Leading a High-Performing Team”**

- *Strengthen your leadership and management skills – this workshop will cover how to lead your teams to success, resulting in improved performance, motivation and staff satisfaction.*
- *Understand your management style and how it affects your people and how to handle team problems with confidence and ease.*

Venue

Caboolture Hub - Level 1 Learning & Business Centre, 4 Hasking Street, Caboolture

Fees

\$ 50.00 per person per session or
\$250.00 per person for all 6 sessions

Registration

For further details and registration please contact Caboolture Hub on 07 5433 3700 or email CabooltureHub@moretonbay.qld.gov.au Bookings Essential.