



Managing the Life Cycle of the Club Employee

A club employee goes through various stages of a 'Life Cycle' once hired by a club.

Stage 1 - the Incoming Employee & Establishing the Employment Relationship

Stage 2 - the In-Service Employee & Maintaining the Employment Relationship

Stage 3 - the Outgoing Employee & Terminating the Employment Relationship

Learn how each of these stages affect the value of the employee to the organisation & how to get the best out of them in achieving your club's goals.

Ideal for supervisors & managers who aren't HR managers and for those clubs who don't have a dedicated HR management position in their club's organisational chart who however are responsible for people management.

This high impact course covers the three stages of the Employee's Life Cycle with the club and covers topics in each of the Stages as follows:

| STAGE 1 INCOMING | STAGE 2 IN-SERVICE | STAGE 3 OUTGOING |
|----------------------------------|----------------------------------|----------------------------|
| Workforce Planning | Rosters/Work Schedules | Signs an Employee is going |
| Recruitment | Training & Development | Resignation |
| Interview & Selection | Mentoring | Retirement |
| Induction | Opportunities & Promotion | Dismissal |
| Probation | Motivation & Rewards | Redundancy |
| Employee Agreements | Performance Reviews | Replacement Plan |
| Job Descriptions | Managing Conflict/Change | Exit Interviews |
| Staff Handbooks/Info | Discipline & the Warning Process | References |
| Club Culture & First Impressions | Documentation & Employee files | Rehire |

DURATION: One Day

CMAA Members

☆ \$480 inc GST

Non Members

☆ \$630 inc GST

ACCM POINTS

CMAA Members & CMDA Affiliates earn 12 points for successful completion of this course.

 **REGISTER**

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