

IN PERSON

COURSE



Managing the Life Cycle of the Club Employee

1 day, in-person course

www.cmaa.asn.au

ACCM Points

CMAA Members & Affiliates

attending will earn:

12 ACCM POINTS

for the successful completion of this course



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 |

CMAA Members

\$480 inc GST

per person

Non-Members

\$680 inc GST

per person

Management Level

Club Managers

Delivery Method

In Person

Department

IR & HR



CLUB MANAGERS' ASSOCIATION AUSTRALIA



REGISTER TODAY

www.cmaa.asn.au

OR contact 02 9746 4199 or training@cmma.asn.au