



## DEVELOPMENT SERIES

# Roster Staff

This course provides management with the necessary knowledge required to effectively roster staff in accordance with the federal award.

**IDEAL** for payroll, administration and management personnel participants will learn how to:

1. construct a roster in accordance with Club trading, **BUDGETARY**, customer service, and other efficiency requirements;
2. Navigation of the Award as it pertains to rostering rules
3. effectively implement and maintain staff rosters in a manner that meets the Club's and the employee's expectations;
4. identify and deal with the impact of flexible rostering on **PAYROLL**;
5. construct rosters and manage staff in a manner that maximises the provisions of the Award;
6. maintain staff records appropriate to the rostering function;
7. develop and maintain a relevant rostering & staffing reporting framework;
8. Analyse, interpret and **RECTIFY** staff rosters.

<b>Times</b>	9.34am – 4.30pm all days
<b>Cost</b>	\$540 (CMA Member/Affiliate), \$780 (Non Member) (+GST).
<b>Award</b>	Participants will receive a Certificate of Attendance for Roster Staff on successful completion of course requirements.
<b>ACCM Points</b> course.	CMAA Members & CMDA Affiliates earn 24 points for successful completion of this
<b>Register</b>	See below or contact Brad Jones at CMAA <a href="mailto:brad@cmaa.asn.au">brad@cmaa.asn.au</a> for further information.



MAJOR PLATINUM PARTNER



## CONTACT THE CMAA FOR MORE DETAILS

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