

Training Fee Schedule

**Employee
Management
System[©]**



EMS Training

The EMS training is a full-day training course (9:00 am – 4:30 pm) on the principles of Employee Management and the implementation of those principles using the EMS. EMA Consulting recommends the use of our purpose built facility in Adelaide, for EMS training as all attendees have access to the EMS whilst completing the training. EMA Consulting’s facility in Adelaide can accommodate a maximum of 30 attendees for this course. This training can be accessed by employers in either of the following ways:

■ Private Course

This is where an organisation books out our facility in Adelaide, or alternatively runs the course at their facility. This allows for medium to larger organisations to train managers and supervisors together allowing for greater focus on the individual organisation’s issues and processes.

Please note: if you select to hold the training in-house at your own location, it is extremely beneficial if employees have access to laptop computers in groups of 3-4 (or less) so they can use the system throughout the course.

■ Public Course

These are run throughout the year and organisations can book individuals and smaller groups on these courses. This option may be better suited to smaller organisations or organisations that are unable to release larger numbers of managers/supervisors on one day.

Course Content		
The Legal Framework affecting Employee Management	<i>Fair Work Act 2009</i>	Unfair Dismissal Adverse Action
	Workers Compensation Legislation	Stress Claims Serious and Wilful Misconduct
	Occupational Health and Safety Legislation	Workplace Bullying/Inappropriate Behaviour
	EEO and Discrimination Legislation	
	Training Legislation	
Best Practice Process	Recognising Performance and Conduct Issues	
	Preliminary Investigations and Outcomes	Record-keeping Witness Statements Assessing the Information Determining Preliminary Outcome
	Formal Disciplinary Process	Preparing Allegations Conducting a Disciplinary Interview and Further Investigations if applicable Making Decisions
Additional Content	Case Studies for the Practical Application of Course Content	
	Employee Management Myths	
	Common Mistakes	

EMS Training Pricing (All pricing excludes GST)

The EMS training pricing is as follows:

■ Private Courses held at EMA/Thru in Adelaide

Fully Catered (morning tea, lunch & afternoon tea)	Private Course (30 or less attendees)	\$ 4,500
Non Catered (includes tea & coffee etc)	Private Course (up to 30 attendees)	\$ 3,700

■ Private Courses (available Australia Wide)

Non Catered	EMS training held at the subscribing organisation's facilities	\$ 3,500 plus any reasonable travel and accommodation costs incurred by Thru
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■ Public Courses

For information on our next public EMS training day please click this link - [Training Calendar & Registration](#)

Further Information

Thru

Level 8, 50 Grenfell Street
Adelaide South Australia 5000

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Rundle Mall South Australia 5000

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Order Form

EMPLOYEE MANAGEMENT SYSTEM TRAINING

Company Details			
Company Name			
Contact Name			
Position			
Street Address			
Billing Address (if different to above)			
Phone	Fax	Mobile	
Email			
No. of Employees	51 - 100		

Payment Options (All pricing excludes GST)	
Training	
..... days @ \$4,500 per day (fully catered at held at EMA/Thru) [*]	Total \$.....
..... days @ \$3,700 per day (non catered held at EMA/Thru)	Total \$.....
..... days @ \$3,500 per day (held at clients facility)	Total \$.....
Public EMS training courses will be advertised on our website see - Training Calendar & Registration	
Preferred Training Dates (in order of preference)	
1. / /	4. / /
2. / /	5. / /
3. / /	6. / /

Signature	
I hereby authorise the booking of the Employee Management System Training for the pricing listed above.	
Name	
Position	
Signature	

Please fax or scan & email completed order forms to:
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