

GymSchool 2017 Time Table - Administration Workshops (4/11/16)

Sunday January 15, 2017

Time	Workshops
8.00-8.30	Arrival/Registration
8.40-9.00 am	Welcome and Introduction
Room	Mezzanine
9.00-10.30 am	Workshop A1 - HR Basics
Details	Holiday pay, maternity/parental, types of contract, annual leave, health and safety obligations as an employer, minimum wage
Room	
10.30-10.45 am	Break
10.45-12.15	Workshop A2 - Recruitment 101
Details	Writing a Job Description and advertisement, interviewing, reference checking
Room	
12.15-1.00 pm	Break
1.00-2.15 pm	Workshop A3 - Performance Management
Details	How to build staff development plans, setting goals and KPIs, annual plans, performance managing/managing poor performance
2.15-3.30 pm	Workshop A4 - Management Styles
Details	What kind of manager are you? Top tips to creating a better working environment.
Room	
3.30-3.45 pm	Break
3.45-5.00 pm	Workshop A5 - Networking
Details	An opportunity for administrators to connect with other clubs and GymSports NZ.
Room	