Why you should take a HRINZ PD course:

- Applied learning – develop strategies to implement in your workplace
- Continue your professional development
- Network with peers and share experiences
- Detailed course books provided
- Earn CPD points

2019 PD Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Auckland</th>
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## Introduction

## Courses

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- Holidays Act, Parental Leave and Pay
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- HR Foundations
- HR Manager
- Practical Employment Law
- Strategic Workforce Planning
- Termination of Employment
- Workforce Analytics Workshop

## Webinars

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- Bullying: Complaints, Investigations & Resolution
- How to Find Qualified Health and Safety Professionals: Introduction to HASANZ Register
- Understanding Stress
- Exploring Resilience at Work
- Pay Equity – What it Means for You and How to Make it Happen
- Writing Reliable Assessment Questions
- The HR Catalyst: The New Practice of Leading HR
- Social Media in the Context of Employment Relationships
- Create a Customer Excellence Culture
- Drugs and Alcohol Testing in the Workplace

## Presenters

## Terms, conditions and definitions
HRINZ PD PROGRAMME

The world evolves and there will always be developments and changes in the way in which we approach HR. Professional Development is therefore imperative to career progression and enhancement.

At HRINZ we recognise the importance of Professional Development and the role it plays in our industry. This is why we provide a vast selection of development options, to ensure you can keep ahead of any changes and update your skillset through courses, webinars and conferences.

Courses are run throughout the year in various centres across the country and they range from one hour up to three days.

The majority of our courses are presented in a workshop format. They are interactive sessions which provide you with an opportunity to share ideas with others through group discussion and questioning.

Our courses and webinars are open for all to attend. HRINZ members are eligible for a discount.
EFFECTIVE HR COMMUNICATION

Presented by Julia Shallcrass

Duration: 1 Day
CPD: 7 CPD Points

Course Description
Effective HR communication is an essential part of business and the role of HR. It is vital for success in business, as it affects organisational performance.

Effective internal communication is important for developing trust, and impacts greatly on employee engagement and productivity.

In this one day course, find out how to connect staff to strategy and values through effective communication. Discover how to build employee engagement through trust and two-way dialogue, and learn how to connect with management and governance.

Practice delivering training, interviewing skills, and presentation skills. Participants will receive a workbook to practise their communication skills.

Who should do this course?
If you want to communicate with greater clarity and impact, this is the course for you. This course is designed for HR professionals at all levels, with a focus on those wanting to improve communication with employees and management. It is also useful for HR line managers who perform HR tasks.

Testimonials
• “Great tips for people to improve on all areas of communication.”
  – Lydia, People and Culture, MTF Finance Ltd
• “This course is relevant for everyone in a HR capacity.”
  – Amy Waiti, Senior HR Coordinator, Te Wananga o Aotearoa

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EMPLOYEE WELLBEING & MENTAL ILLNESS

Presented by Julia Shallcrass/Kathryn Finn & Michael Hempseed

Duration: 1 Day

CPD: 7 CPD Points

Course Description

This one day course deals with how to address mental health issues in the workplace, with an emphasis on understanding mental illness, and early detection. Mental illness can affect anyone from any industry.

If left undiagnosed or untreated, mental illness can significantly impact on a person’s ability to do their job. Mental health issues are prevalent, and depression is listed as the leading cause of productivity loss worldwide.

In addition to performance and productivity issues, there is the need to keep everyone in the workplace safe. Excessive and prolonged stress is a workplace hazard that needs to be managed. Discover the steps you can take to reduce work related stress.

Who should do this course?

This course is useful for all employers, CEOs, managers, team leaders, human resources professionals, and anyone who employs staff.

Testimonials

• “Fantastic day. Mental health and wellbeing is particularly pertinent, so was of great value to me. This is by far the best and most useful wellbeing course I’ve been on.”
  – Tanya Coombe, Health and Safety Advisor, Open Polytechnic

• “Very interesting course, with a good mix of legal and practical advice.”
  – Tegan, HR Administrator, Open Polytechnic

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ENHANCED INTERVIEWING SKILLS

Presented by Keith McGregor

Duration: 1 Day

CPD: 7 CPD Points

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Course Description

Doing this course will help you in 3 key areas… First, it will help you to understand the psychology of interviewing. Second, it will show how to apply skills you already have to conduct high quality, insightful interviews. And third, it will help you to identify and screen out candidates who could become a major HR headache.

This skills-based workshop will help you to accurately assess both competencies and personality. It provides techniques to increase the effectiveness of competency-based questions while allowing potentially damaging attitudes and values to be identified.

The course provides a clear structure covering pre-screening, short listing, interview preparation, questioning techniques, note taking, legal considerations, minimising candidate nerves, detecting deception, interpreting answers, referee checks and report preparation.

Who should do this course?

This skills-based workshop is for everyone regardless of whether you are about to do your first interview or have been interviewing for years.

Testimonials

- “Learning about behaviours and response styles of interviewees was very insightful.”
  – Sara Butterfield, Human Resources Advisor, VTNZ
- “Interesting relevant up to date material delivered in an engaging way.”
  – Leanne Brockelbank, Deputy CE, LGNZ

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* Early bird rate available up to 4 weeks prior to course start date.
**HOLIDAYS ACT, PARENTAL LEAVE & PAY**

*Presented by Kerryn Douglas or Julia Shallcrass*

**Duration:** 1 Day  
**CPD:** 7 CPD Points

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**Course Description**

Many employers are confused as to how to comply with holiday and parental leave legislation. This one day course will help you manage staff entitlements under Holidays Act 2003 and the Parental Leave and Employment Protection Act 1987.

- Do you want to find out staff entitlements to annual holidays, public holidays, alternative holidays, sick leave, and bereavement leave?
- Do you want to calculate and manage holiday pay procedures so you comply with the Holidays Act 2003?
- Do you want to know how to apply for parental leave, so you can guide staff on their correct entitlements?

This practical course will help you identify common and complex issues of non-compliance under the Holidays Act, and provide you with options to manage these issues. We will answer your questions, so you can comply with holiday and parental leave legislation. You will receive a workbook with activities, case law and an overview of legislation.

**Who should do this course?**

This course is targeted at HR Professionals, Payroll and business owners who wish to keep up to date with the Holidays Act 2003. It is useful for anyone who wants to know how to comply with minimum holiday and leave entitlements, and who manages, administers or advises on payroll. It is also useful for anyone seeking practical guidance on how to manage parental leave applications.

**Investment**

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* Early bird rate available up to 4 weeks prior to course start date.
**HR 101: HR FOR NON-HR PEOPLE**

*Presented by Denise Hartley-Wilkins CFHRINZ or Debbie Dawson CFHRINZ*

**Duration:** 1 Day  
**CPD:** 7 CPD Points

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**Course Description**

HR 101: HR for non-HR People is a jargon free introduction for people managers to help them recognise and understand good people practice, which they can apply to everyday people management situations in their teams and organisations.

Topics covered in this one day programme include:
- Resourcing (recruitment and selection)
- Learning and Development (training)
- Performance Management (appraisal)
- Change Management (making change happen)
- Legal Compliance and Employment Relations (compliance with NZ Employment Law)

**Who should do this course?**

This programme is designed for people managers or those for whom HR is only one significant part of their role.

**Testimonials**

- “A comprehensive eye-opener on some of the things to consider in the HR process.”
  - Patrick Wassell, Business Application Manager, Ravensdown
- “I was keen to know more about HR and this course provided a very good overview of HR at a high level.”
  - Nikki Joyce, Executive Assistant, Save the Children

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* Early bird rate available up to 4 weeks prior to course start date.
HR FOUNDATIONS

Presented by Denise Hartley-Wilkins CFHRINZ or Debbie Dawson CFHRINZ

Duration: 3 Days

CPD: 21 CPD Points

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<td>19 - 21 November</td>
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Course Description

HR Foundations is an ideal course for those aspiring to become Chartered Members of HRINZ. The programme is based on the HRINZ competencies and examines each practical HR area within the ‘HR Delivery’ competency.

Participants are provided with foundational information on the major HR functions, learn to identify current good practice, and are encouraged to share their own experiences.

Who should do this course?

HR Foundations is designed for HR Practitioners who may be early on in their careers after studying and acquiring qualifications, or for those who are currently in HR roles and who want to extend their knowledge of leading edge HR practice.

Testimonials

- “This course highlighted areas we’re potentially exposed and things that we can do better.”
  - Nic Pearson, Executive Support, Todd Energy
- “I learnt so much about the role HR plays across the business and how we can positively influence business growth.”
  - Fa’animo Tagaloa, Graduate Advisor, DIA

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* Early bird rate available up to 4 weeks prior to course start date.
HR MANAGER

Presented by Kristen Cooper CFHRINZ

Duration: 2 Day

CPD: 14 CPD Points

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Course Description

HR Manager is a two-day workshop (with preparation and post workshop recommendations) for new or aspiring HR Managers. It seeks to help participants develop confidence and knowledge to effectively transition to the additional expectations of HR management from HR advisory work.

The workshop will be part theory and part advisory clinic, with the participants engaged in peer action learning. Each workshop will commence with a more traditional format, and transition to peer action learning clinics. Participant numbers will be small and limited to a maximum of 12.

Who should do this course?

HR Foundations is designed for HR Practitioners who may be early on in their careers after studying and acquiring qualifications, or for those who are currently in HR roles and who want to extend their knowledge of leading edge HR practice.

Testimonials

- “This course plugs a gap that exists for the aspiring HR Managers – answering the questions of how to bridge that gap.”
  - Lauren, Senior HR Advisor

- “This course really got me thinking and being aware of all aspects of the HR Manager role, and the goals I should be setting and how I act as a leader.”
  - Becky, HR Finance & Admin Manager

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* Early bird rate available up to 4 weeks prior to course start date.
PRACTICAL EMPLOYMENT LAW

Presented by Blair Scotland or David Traylor

Duration: 1 Day

CPD: 7 CPD Points

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Course Description

Taking a practical approach, we will highlight the issues that HR professionals are typically required to advise on, and providing legal and usable guidance on how to manage these. We will draw on experiences from the group as well as “war stories” from the presenters to make the learning interactive and entertaining.

Attendees will build on their understanding of their obligations as an employer, managing holidays and leave, performance and discipline, managing workplace issues such as bullying, harassment and discrimination, organisational change processes, through to termination of employment, personal grievances & disputes.

Who should do this course?

This one day beginner/intermediate level employment law course is designed to cover the essential elements of the employment lifecycle for HR practitioners. Ideal for those who are new to HR (or returning to an HR role) or managers with HR responsibilities.

Testimonials

- “I learnt a lot that will help my business. This course would be beneficial for anyone in an HR or senior management role.”
  - Jess Williams, HR Manager, Firstflex Cables
- “It is important to get a basic understanding of Employment Law and I feel I have come away with a good foundation.”
  - Alex Osborne, The People Place, Consultant

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* Early bird rate available up to 4 weeks prior to course start date.
STRATEGIC WORKFORCE PLANNING

Presented by Alex Hagan

Duration: 2 Day

CPD: 14 CPD Points

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Course Description

Executives are demanding that for HR to earn a seat at the table, they need to be able to contribute to strategy in a meaningful way. Strategic Workforce Planning provides attendees with the framework and tools to begin a best practise Strategic Workforce Planning initiative in their own organisation.

This two day Masterclass introduces the discipline and principles of Strategic Workforce Planning, provides detailed case studies and examples of each part of the methodology, and demonstrates approaches that will allow the participants to contribute in a very tangible way to organisational success.

Who should do this course?

This course is intended for practitioners developing strategic workforce planning initiatives within their own organisations.

Testimonials

- “This is the best workshop/training I have been on in a long time. Not only was the content intellectually stimulating, but I have also been able to apply the principles I have learnt immediately.”
  - Jess, Media Industry

- “Alex’s in depth knowledge of the subject matter and ability to talk across a range of organisational challenges was extremely useful.”
  - HR Manager, Metro Glasstech

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TERMINATION OF EMPLOYMENT

Presented by Blair Scotland or Ros Webby

Duration: 1 Days

CPD: 7 CPD Points

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<tr>
<th>Date</th>
<th>Time</th>
<th>Venue</th>
<th>Presented by</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 March</td>
<td>8.30 am – 5.00 pm</td>
<td>Hamilton</td>
<td>Blair Scotland</td>
</tr>
<tr>
<td>30 May</td>
<td>8.30 am – 5.00 pm</td>
<td>Wellington</td>
<td>Ros Webby</td>
</tr>
<tr>
<td>13 June</td>
<td>8.30 am – 5.00 pm</td>
<td>Christchurch</td>
<td>Ros Webby</td>
</tr>
<tr>
<td>2 October</td>
<td>8.30 am – 5.00 pm</td>
<td>Auckland</td>
<td>Blair Scotland</td>
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Course Description

The workshop is designed to promote questions and in-depth discussion. Participants will be involved in case studies and will receive a workbook. The following areas will be covered:

- The legal concept of dismissal
- Misconduct and serious misconduct defined
- The disciplinary process – managing poor performance
- Medical incapacity
- Resignation
- Incompatibility and frustration
- Personal grievances.

Who should do this course?

HR Advisors new to employment relations issues, HR Managers seeking a refresher and Managers with responsibility for often highly contentious and emotive disciplinary issues.

Testimonials

- “Blair has stories and anecdotes by the bucketful that help put a real life spin on the processes, procedures and legalese of the termination process.”
  - Anne, People and Commercial Manager
- “Such valuable learnings – good to refresh back to a ‘pure’ view of termination to then come back with a refreshed lens within our organisations.”
  - Rachel de Haas, Business Partner – People and Culture, AgResearch

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<thead>
<tr>
<th>Investment</th>
<th>HRINZ Member</th>
<th>Non Member</th>
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<tbody>
<tr>
<td>Earlybird rate*</td>
<td>$800 + GST</td>
<td>$1,225 + GST</td>
</tr>
<tr>
<td>Standard rate</td>
<td>$900 + GST</td>
<td>$1,395 + GST</td>
</tr>
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* Early bird rate available up to 4 weeks prior to course start date.
WORKFORCE ANALYTICS WORKSHOP

Presented by Alex Hagan

Duration: 1 Day

CPD: 7 CPD Points

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<tbody>
<tr>
<td>3 April</td>
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<td>Auckland</td>
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Course Description

In the competitive corporate world, businesses must be equipped with the knowledge and resources to deliver consistent outcomes. Simultaneously, organisations must overcome the challenges of a dynamic and disruptive environment. Effective approaches to Workforce Analytics allow organisations to measure the outcomes of their practices, and refine these initiatives based on evidence.

This hands-on, one-day training course will explore the tools designed to project the future needs of an organisation and establish the best practices to propel your business. You’ll learn to gauge human capital, engage leadership and employees through data storytelling, and align your metrics with your organisation’s strategy. You’ll also learn how to increase return and identify and respond to changes in the labour market and in your workforce.

Topics that will be covered include:

- The business case for workforce analytics
- Workforce analytics foundations - meaningful data, measurements, and metrics
- Systems and sources to improve your planning
- Engaging your audience for better implementation and results
- Advanced analytic techniques and tools
- Data visualisation for actionable insight
- Analytics for strategic and operational impact
- Developing a workforce analytics action plan

Who should do this course?

HR Professionals and Managers in leadership roles with a focus on business growth.

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WEBINARS

Our webinars are live, online presentations that are just one hour long and can be viewed from the comfort of your home or office. You can interact with presenters through a real time Question and Answer chat function. These web based presentations are a great source of information on useful and interesting topics.

Our webinars generally take place on a Wednesdays. We have a wide range of topics introduced throughout the year, so please check our website for the latest schedule.

Duration: 1 hour (usually 12:00 noon to 1:00pm)

CPD: 1 CPD Point

Investment: Members $45 +GST per webinar; Non Members $65 +GST per webinar

Taming Content – Develop Robust Learning Outcomes

*Presented by Marion Littin, Bloom Learning Technologies*

**Date: 20 February**

Often Learning designers are given swathes of content and asked to “put it online”, or they may be asked to work with a SME who gives extremely detailed information and needs support to prioritise it. Learn how to use best practice learning design principles to tame your content and define the learning so that it can be delivered coherently and measured accurately.

Participants will learn to:

- use a framework to sort and prioritise learning
- write a robust learning outcomes
- develop a reliable assessment

Bullying: Complaints, Investigations & Resolution

*Presented by Liz Coats, Bell Gully*

**Date: 6 March**

Bullying is an insidious issue that affects many workplaces, often only rising to the surface after having been an issue for some time. With WorkSafe issuing its bullying guidelines, bullying has been given fresh attention and the spotlight is being shined on employers whose processes for dealing with bullying are not “up to scratch”.

This webinar will focus on the process for dealing with bullying complaints - from when the complaint is received through to different forms of resolution. It will also cover WorkSafe’s approach to complaints about bullying, and consider recent relevant cases.

Attendees will gain a more detailed understanding of WorkSafe’s guidelines for workplace bullying, ideas for internal policies and procedures on bullying, and confidence in implementing bullying investigations.
How to Find Qualified Health and Safety Professionals: Introduction to HASANZ Register

Presented by Philip Aldridge and Sarah Bond, HASANZ

Date: 13 March

This webinar will introduce HR professionals to a new recruitment tool to meet the challenge of finding good health and safety professionals to fill in-house roles or consultants to complement their own skills and capacity.

The problem – identifying verified health and safety professionals

The solution – the HASANZ Register, New Zealand’s only national online Register of vetted health and safety advisers across disciplines

This webinar will:
- Demonstrate the HASANZ Register – how it works
- Show HR professionals how the HASANZ Register can be useful for them - using it and the pathway to list on it.

Understanding Stress

Presented by Carl Hammington, HealthFit Collective

Date: 10 April

In this webinar we explore the meaning of stress and apply it to many environments including the workplace. We cover the 6 main stressors that influence our wellness and how every individual may prioritise certain stressors. We look at what the stress experience is to the 6 different biotypes and how to mitigate stress for each as well how to develop a good relationship with it.

Attendees will gain a sound understanding of stress, resilience, the stress experience for the individual and those around them. The individual will have tools to help create a stress resilience plan. This helps foster a resilient, happy and empathetic individual and workspace.
Exploring Resilience at Work

Presented by Kathryn Jackson, careerbalance Ltd

Date: 1 May

Around NZ$1.5 billion/year is lost due to workplace absence and stress, the average worker checks their mobile phone around 150 times a day and up to 40% of the workforce think it’s impossible to succeed at work and have a balanced.

Leadership coach and author of Resilience at Work, Kathryn Jackson has spent the last eight years learning from resilience experts around the world and has turned her knowledge into a practical and engaging webinar designed to explore the latest information about self-managed resilience at work, so you can grow your understanding of how it influences your own performance.

Participants will learn to:
• Understand how resilience relates with overall wellbeing at work
• Consciously adapt and personalise the Four Factors for your own resilience at work
• Take more responsibility for own your wellbeing and resilience at work

Pay Equity – What it Means for You and How to Make it Happen

Presented by Megan Powers, EY

Date: 8 May

This webinar will examine the concepts of pay equality and equity, and what they mean for your business. In this webinar we will cover the basics of pay equity - what it means, how to calculate it, and how to make progress inside organisations - with practical suggestions for you and your organisation.

Attendees will gain an understanding of pay equity and the practical steps that can be taken to understand and correct any pay gap within their organisation.

Writing Reliable Assessment Questions

Presented by Marion Littin, Bloom Learning Technologies

Date: 22 May

No one likes marking, so the push to automate it is understandable; however, poorly written multi-choice or short answer questions can skew assessment information and alienate learners. Unreliable assessment data can result in resources being wasted, or material being re-taught unnecessarily. It’s worth taking the time to write questions well.

Participants will learn:
• how to break a learning outcome into assessable parts
• how to increase or decrease the difficulty of a question by changing its design
• guidelines and worked examples for writing multi-choice/fill in the gap questions
The HR Catalyst: The New Practice of Leading HR

*Presented by Callum McKirdy, Callum McKirdy*

**Date:** 29 May

In a world of work driven by the need to keep pace with technological change and advancements requiring workforces to operate at higher levels of curiosity, creativity & collaboration, it is now HOW HR is practiced that positions the profession for greater organisational success - counter-intuitively far more than the technical WHAT it is we do.

The HR Catalyst possesses 5 distinct characteristics that position them for greater internal influence.

Participants will learn from an audit of your ways of working and identifying potential areas for your own development to have greater influence and impact in your HR practice.

Social Media in the Context of Employment Relationships

*Presented by Guido Ballara and Frances Lear, McBride Davenport James*

**Date:** 5 June

The use (and misuse) of social media present a number of legal challenges. Issues that may arise include online criticism of an employer or colleagues, cyber bullying, disclosure of confidential information, social media posts that conflict with an employee being on sick leave, expressing political views while working in the public sector, and LinkedIn and restraint of trade issues.

This webinar will outline when and how conduct outside of the workplace can be addressed by employers and what should be covered in workplace policies and employment agreements.

Participants will gain a practical “how to” guide for addressing conduct outside of the workplace arising from social media use, and tips for covering issues in workplace policies and employment agreements.
Create a Customer Excellence Culture

*Presented by Dani Rius, SLD-DRR Consulting Ltd*

**Date:** 19 June

Customer service is an essential ingredient of every business. However it is a learned skill and not something we are born with. The good news is that with practice and some great coaching, anybody can hone their skills and become a customer service superstar! See your organisation transform inside out.

After the Webinar, the participant will be able to:

- Define Customer and Customer Excellence – from a Hotel Management perspective (the experts in Service Excellence) and what sets it apart from a mediocre service
- Understand why it is adamant to train for excellence in customer service from within, starting with the way you treat your employees
- Gain awareness of the positive mental framework to achieve greater results (operations, sales)
- Gain understanding of how common issues arise and what to do to prevent them
- Learn to become familiar with characteristics of Customer Service Excellence to be able to recognise early signs of deviance and prevention.

Drugs and Alcohol Testing in the Workplace

*Presented by Tanya Kennedy and Frances Lear, McBride Davenport James*

**Date:** 24 July

This webinar will provide an overview of the highly complex area of testing for drugs and alcohol in the workplace, with reference to relevant and recent cases. The presenters will cover who can be tested, in what circumstances, how testing can take place, and potential consequences for positive results. The presenters will also recommend how to cover these issues in employment agreements and policies, and provide guidance on balancing competing interests including health and safety obligations, rights to privacy, and human rights considerations.

Participants will gain an overview of drug and alcohol testing, with greater understanding of the complexities of testing employees for drug and alcohol use, a practical “how to” guide for when and how employees can be tested and how to manage a positive result, and tips for covering issues in workplace policies and employment agreements.
Philip Aldridge

Philip is the Executive Director of the Health and Safety Association of New Zealand (HASANZ). He has a broad background spanning the public and private sectors with extensive leadership experience across a range of membership, government, industry training and commercial organisations.

With a reputation as an innovative and strategic thinker he has successfully led major initiatives including the launch of the HASANZ Register of Workplace Health and Safety Professionals in July 2018, which he sees as a game changer in raising professional standards across the health and safety sector.

Philip put in place health and safety training for the Agriculture ITO and, as Chief Executive of InfraTrain New Zealand, played a lead role in capability development for the infrastructure and construction sector to help provide a skilled workforce for the Canterbury rebuild. Philip has an MBA (Distinction) from Massey University, a Bachelor of Science (Hons) from Victoria University of Wellington and has undertaken executive training at MIT, Boston.

Guido Ballara

Guido Ballara is a partner at McBride Davenport James. Guido has specialised in employment law since his admission in 2003, and acts for corporate and individual clients across all areas of the subject. Guido has also worked as an in-house HR/legal advisor at a state sector client.

Sarah Bond AHRINZ

Sarah is Owner and Principal Consultant at Employ Me Now! Be Safe Now! - a consultancy she established in 2011. She is both an experienced Human Resources and HSE professional.

Time spent as a recruitment consultant and a national level HSE, Human Resources Manager in a range of industries has given her a broad knowledge of the New Zealand HR/HSE operating environment. She welcomes the arrival of the HASANZ Register as “a tool that gives you clarity on the skills and competencies you are recruiting for”.

Sarah holds a BA/LLB from the University of Canterbury, a Post Graduate Diploma in Business Administration - HSE from Massey University and a Diploma in Careers Guidance (Distinction) from NMIT.

Liz Coats

Liz has extensive experience advising on a range of employment issues. She regularly advises employers on redundancy and restructuring issues, managing poor performance, disciplinary processes, WorkSafe investigations and restraints of trade.

She also advises on health and safety and privacy matters. Liz has substantial experience in the Employment Relations Authority, Employment Court and Court of Appeal.

The Legal 500 Asia Pacific 2017 identifies Liz as a next generation lawyer for employment, while Chambers Asia Pacific 2017 names Liz as an associate to watch, with clients describing her as “a good communicator and very knowledgeable in her field of expertise.”
Liz grasps problems and issues very quickly and comes up with practical solutions.” In 2016, Liz was appointed to the Employment Law Committee by the Council of the Auckland District Law Society.

**Kristen Cooper CFHRINZ**

Kristen has over 20 years’ experience in Human Resource Management, planning, marketing, training and consultancy roles in a broad range of Government and private sectors.

Kristen has a Masters of Commerce and is a trained adult tutor – accredited by LEADR as a mediator, a member of NZIM and a Chartered Fellow of HRINZ. Management and marketing topics are Kristen’s career passions and she is motivated to facilitate organisations and individuals to ensure potential is reached.

**Debbie Dawson CFHRINZ**

Debbie is a self-employed consultant based in Christchurch. Following a corporate career in senior HR roles Debbie now works with a mixture of clients across the public and private sectors to facilitate their planning and improve their business processes.

Debbie is particularly good at helping clients to uncover the root cause of their performance and organisational issues. Her plain speaking, creative approach ensures that she delivers clear, incisive results and develops programmes that are enjoyable, workable, and sustainable.

Allergic to gobbledegook Debbie constantly strives to demystify and make sense of complex and common business challenges so that sound solutions can be quickly implemented and executed. A past recipient of the HRINZ Initiative of the Year Awards for leadership development Debbie served on the Board of HRINZ from 2007 to 2013.

**Kerryn Douglas**

Kerryn is an experienced Payroll Trainer for KiwiBoss. She is also the director of Kerryn Douglas Payroll Consulting, where she is a payroll consultant, who specialises in payroll education and consulting.

Kerryn delivers on-on-one as well as group training sessions to businesses, training at the Southland Institute of Technology and consulting with a large group of businesses. She helps organisations understand the legislation that governs payroll and create better workplace processes in regards to their payroll practises.

Kerryn has previously been a regular presenter for CCH Learning, TEO, and has presented to school administrators to help improve their understanding following the Novapay issues. With over 15 years of payroll experience and having processed in excess of 200 client payrolls, Kerryn knows the importance of payroll compliance and efficiency.
**Kathryn Finn**

Kathryn is an experienced HR Consultant and Facilitator for KiwiBoss. She has a degree in Psychology and Sociology and a Graduate Diploma in Human Resource Management. She has dealt with a wide range of HR issues and recruitment both in the UK and New Zealand, including flexible working, workplace policies, and essential HR practices.

Kathryn has lectured for a tertiary institution in HR and Management. She is passionate about creating an engaging workplace that gets the best out of its people, in an environment that is positive and productive.

**Alex Hagan**

Alex is the Founder and CEO at Kienco, working with global organisations to build their future workforce through Strategic Workforce Planning and Workforce Data Science. Alex has worked on strategic workforce planning initiatives in every continent except Antarctica, and his current consulting work impacts tens of thousands of employees spanning 10 countries.

Alex serves as Adjunct Faculty at The Conference Board’s Strategic Workforce Planning Academies in New York and Brussels. He was formerly the Product Manager at Aruspex, where he designed workforce planning and analytics software utilised by several of the Global Fortune 500.

Alex has frequently been quoted in the BRW, the Australian Financial Review, The Dominion Post, online, and on radio in relation to workforce strategy and analytics.

**Carl Hammington**

Carl Hammington is Academic Director of HealthFit Collective (Wellington’s fully integrated gym) and host of BestMe Radio Podcast. His role is to research topics of interest and create content for health professionals, businesses and the general public. He is an international presenter and has presented throughout New Zealand and Australia at health and wellness events.

**Denise Hartley-Wilkins CFHRINZ**

Denise is a people and organisation development professional with over 25 years experience gained in a diverse range of organisations in New Zealand, the UK and Canada. She has extensive strategic and operational experience and has held a number of senior corporate roles where she has implemented large scale OD programmes.

She has established a reputation for excellence and expertise in her field, based on her professional qualifications and extensive coalface experience. A skilled facilitator, trainer and executive coach Denise is known for her deep professional knowledge along with her ability to translate strategy and theory into real-life practice. Clients value her engaging, professional, friendly and down to earth approach.

Denise is a Chartered Fellow of HRINZ and is currently a Board Director with HRINZ. She is also accredited Business Mentor with Business Mentors New Zealand. She has written articles for professional journals and has presented at conferences and symposiums.
Michael Hempseed

Michael is a highly sought-after professional speaker, he often delivers 3-5 seminars a week, he speaks on mental illness, reducing stress and burnout, and managing toxic behaviour such as theft and bullying. In addition to this he is a regular contributor for business articles on stuff.co.nz.

Michael gained an honours degree in psychology from the University of Canterbury in 2008. Funny, full of enthusiasm and taking a genuine interest in people are all qualities that make Michael a captivating speaker. Michael loves to travel, having visited over 34 countries, including Cambodia, Morocco, China, India, Brazil and many others. In addition to this he hosts a radio show called Lighthouse of Hope. Michael recently spoke at Tedx Darwin.

Kathryn Jackson

Kathryn Jackson is a Christchurch based Learning & Development Coach with over 20 years of HR consulting and coaching experience. Her business careerbalance Ltd has been providing Coaching, Facilitation, Career Transition and Outplacement services to NZ businesses for over 10yrs, with most of her work based on long-term partnerships to deliver significant and sustainable change.

With a commitment to quality, Kathryn has a first-class honours degree specialising in HR - with a subsequent master’s exploring Motivation at Work. She trained with the Oxford School of Coaching & Mentoring in 2005 and since then has completed additional training as a Career Coach. She was accepted as a Fellow with the CIPD in 2015 and awarded a Senior Practitioner Accreditation with the EMCC in 2017.

Tanya Kennedy

Tanya Kennedy is a Principal with boutique law firm McBride Davenport James. She has specialised in employment law (including in the public law and education context) since her admission as a Barrister and Solicitor in 1996. Tanya has acted as Counsel in the Employment Relations Authority (previously the Employment Tribunal), the Employment Court, and as Junior Counsel in the Court of Appeal.

Frances Lear

Frances Lear is a senior associate at McBride Davenport James with 15 years’ experience in employment law. She has acted for corporate clients and individual employees, having worked in private practice for a boutique employment law firm and a national commercial law firm, and been in-house counsel for two public sector organisations.

Marion Littin

Marion is an experienced educator with a tremendous breadth of experience working with learners of all ages. She has unique insight into the learning needs of the newest members of the
workforce as she worked in Primary education for many years, specialising in digital learning. Marion has developed engaging, relevant, and purpose-built learning experiences over her 18 years in education. She has been in the L&D space for two years and uses her expertise to develop high quality learning for adults.

**Keith McGregor AHRINZ**

Keith is the Director of Personnel Psychology NZ Ltd. He began his career as an organisational psychologist with the Air Force and since leaving Defence in 1986 has been heavily involved in private and public sector selection.

Keith is the content developer of the SelectorGroup on-line tests Selector Professional, CareerStep and Selector Insight and has recently completed a review of chief executive selection in the public sector. Keith is a registered psychologist and coordinates the IO Psychology Special Interest Group for the Wellington Branch of HRINZ.

**Callum McKirdy**

Callum is a speaker, trainer, facilitator and mentor to leaders, teams & the HR industry across New Zealand, Australia & the wider Asia-Pacific region. With 18 years in the organisational development sector, he helps leaders deepen their connection with staff for greater influence, and develops people at all levels or organisations.

Callum believes if organisations are to thrive in the new world of work where people are required to perform work at a higher-level, they must develop the ability to have better conversations about work, at work and amplify their impact.

Believing HR will play a critical leadership role in the future of work, Callum’s particular focus is on assisting HR leaders to build their influence at the C-suite and Board level, while lifting the People and Culture function’s impact through the way HR practitioners practice their profession and behave as the team others want to be like across their organisation.

**Megan Powers**

Megan has eight years’ experience in professional services, spanning from international consulting to remuneration and rewards. She has worked in the United States, Australia and New Zealand. Megan has managed the pay equity reviews of a number of large and medium sized New Zealand organisations, and is EY’s subject matter expert on pay equity.

**Dani Rius**

Dani Rius, MSc Applied/Organisational Psychology, MA Research Methods, BA Teaching is a Learning & Development and OD Consultant who specialises in culture/mindset change and facilitates transitions through innovative programmes.
In her early career, Dani trained in hotel management and worked for a year practicing her newly acquired skills before moving into teaching Business English for several years.

Dani’s customer service excellence training already began when young, as her family hosted ambassadors and famous artists, such as the late jazz musician and composer, Astor Piazzolla, and world renown author, Jorge Luis Borges, entertaining them as part of the family’s diplomatic function when oversees.

**Blair Scotland AHRINZ**

Blair has over 20 years’ experience advising both public and private sector clients on employment matters. He has worked in-house and externally and his clients appreciate his legal know-how combined with his pragmatism that only someone who has worked as an in-house employment relations specialist can provide.

**Julia Shallcrass AHRINZ**

Julia is an employment lawyer who specialises in legal education and consulting on contemporary workplace issues.

As director of KiwiBoss, she delivers in-house training, public training and consulting on people management to help businesses create better workplaces.

Julia is a regular webinar presenter for CCH Learning, and delivers public courses through Canterbury Employers’ Chamber of Commerce. She has lectured in Human Resources, Business Ethics and Business Communication for tertiary institutions.

Julia is an employment columnist for NZ Herald.

**David Traylor AHRINZ**

David has over 9 years’ experience working as an employment law specialist in Wellington and London. He can provide advice in respect of the full spectrum of employment-related issues, both contentious and non-contentious and within both the public and private sector.

**Ros Webby AHRINZ**

Ros is a specialist employment lawyer with over 20 years’ experience in employment relations and human resources. She has considerable experience, advising, assisting and representing a wide variety of clients in a range of employment related issues.
Terms, Conditions & Definitions…

CPD POINTS
A component of maintaining Chartered Membership status with HRINZ is the member’s commitment to Continuing Professional Development (CPD) points. The amount of CPD points each course is worth varies on whether the course is 1, 2, or 3 days and is detailed at the bottom of each course listed.

EARLY BIRD
We offer an early bird discount on courses (excludes webinars) when booking and paying at least four weeks in advance.

MEMBER RATES
If you are a HRINZ member, you are eligible for a discount. This is only one of many benefits of becoming a HRINZ Member. To find out more and to join visit www.hrinz.org.nz.

MEMBER TRAVEL DISCOUNT
In response to member demand we are introducing a Travel Discount, available for those members in provincial centres who have to travel to attend one of our professional development courses.

As a rule, if you have to travel far enough to book a flight/hotel room to be able to attend the course, HRINZ will offer you a course discount to assist with these costs: $250 for 1 day courses, $500 for 2 day courses, $600 for 3 day courses. To enquire about this discount, or if you’re unsure about eligibility, please contact us.

This has been introduced as an initiative which will hopefully enable our members in regional areas to attend our excellent workshops! The travel discount is not available for non-members.

GROUP DISCOUNTS
A discount is available for courses (excludes webinars) for group bookings of three or more people from the same organisation. Please contact us for details.

NEW COURSES AND DATES
We are continuously developing new webinars and courses, as well as adding additional dates for existing courses throughout the year, so check our website for up to date information.

IN-HOUSE PROGRAMMES
Most of our courses are available to be run in-house. Please contact us to discuss your organisation’s requirements.

Contact events@hrinz.org.nz or 04 381 8958.
FEES
Fees exclude GST. An early bird discount is available on courses (excludes webinars) when you book and pay at least four weeks in advance.

You will be emailed an invoice following your registration which must be paid before attending the course or webinar.

Please note if you pay by credit card you will be emailed an invoice confirming your registration as well as receiving a PAID INVOICE when your credit card payment has been processed.

REGISTRATION
Register for courses and webinars on the HRINZ website www.PDProgramme.hrinz.org.nz

All of our courses and webinars are subject to our terms and conditions printed below. These are also displayed on the HRINZ website.

If you’d like to subscribe to receive email updates on the Professional Development Programme please email membership@hrinz.org.nz.

CONFIRMATION
You will receive a confirmation email close to the event detailing the information for the course or webinar. Please advise us of any changes to your contact details immediately.

All courses (except webinars) require a minimum number of attendees to take place. If your course is cancelled or postponed you will be notified 10 working days prior. If the course is cancelled we will either refund monies paid, or hold as a credit for an alternative course.

Registrations for courses will close 4 working days prior to the event however on occasion the timeline may be extended. After registrations have closed you will need to contact us to check if there is available space.

Webinar registrations close at 10am on the morning of the webinar.

CANCELLATION POLICY
An appropriate substitute participant is welcome any time before the course or webinar starts. Please let us know the replacement’s name.

If you have booked as a HRINZ member with the discounted rate and a non member is to attend in your place you will be invoiced for the price difference.

A refund of fees will be made if a cancellation is received in writing at least 10 working days prior to the commencement of the course or webinar.

Regrettably, no refunds can be made for cancellations received after this date and you are liable for the full cost of attendance at the course or webinar.

For the full terms and conditions, please visit the HRINZ website.