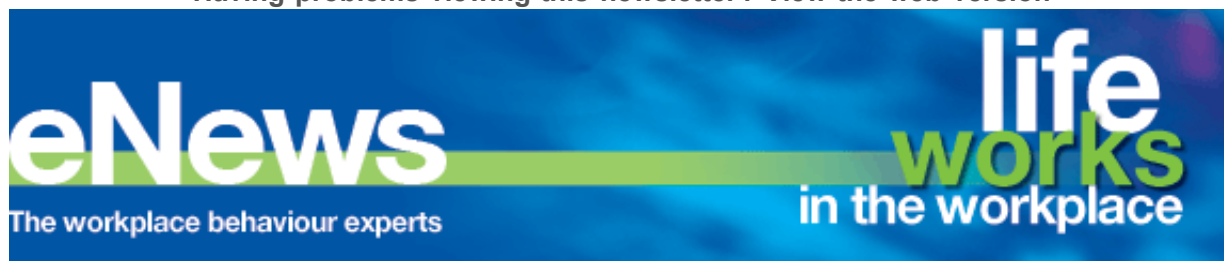


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LifeWorks has moved

To accommodate our growing range of services, LifeWorks has shifted its Melbourne CBD Head Office to larger, refurbished premises. We have expanded our training rooms and meeting facilities and they are now available for hire. [Learn More...](#)

New Training and Meeting Room Facilities

Whether you are wanting a fully equipped training room that can hold 25 participants for a full day or just need a meeting place for a couple of hours, we have the facilities to meet your needs. We are located right in the centre of the CBD at Level 4, 255 Bourke Street (near the corner of Swanston St, opposite Target Centre). [Learn More...](#)

Bullying-new publication released

Dealing with workplace bullying incidents can be complex and challenging for employers. WorkSafe Victoria has recently released, 'Preventing and Addressing Bullying at Work.' It replaces part one of the 2003 Guidance Note on the Prevention of Bullying and Violence at Work and is a valuable reference for employers. It has practical information and guidelines on how to identify, assess and control bullying risk factors and what to do to address bullying when it is reported.

In light of this new publication, it is timely for organisations to review their internal bullying policies and processes and ensure that managers and staff are aware of their rights and responsibilities in the workplace. Our Consultants have been recently working with a number of organisations on strategies to prevent and respond to bullying situations. This has included policy review and development, delivering awareness sessions, facilitating mediations, conducting independent investigations and coaching managers in working through internal processes.

Managing Staff in a Downturn - Sensitively

The process of redundancies is one of the most difficult things for an organisation to go through. It is, of course, tough on the people who exit but it is also hard for owners and managers and those employees who remain. Over the last few months, LifeWorks has worked with a number of organisations to assist with various aspects of organisational change due to downsizing or restructuring.

There are options to explore before staff are made redundant. If redundancies are unavoidable there are steps and strategies that can be put into place so that the process is managed with sensitivity and to limit

how we can help
in the workplace

LifeWorks can now
help you in the
workplace through:

Corporate Facilities
for hire

Independent
Investigations

HR Charter Training

Manager Hotline

Bullying Response
Services

Team Interventions

Mediations

Contact Officer
Training

Employee
Assistance Program

contact us for help
in the workplace

Contact our
workplace team for
more information:
03 8650 6262
or email us

negative impact.

As part of the State Government's 2009 small business festival-Energise Enterprise, LifeWorks is running a series of two hour workshops. They will provide business owners and managers with practical strategies and processes so that if they are in a position where they have to reduce staff levels, they will be able to do so in a respectful and effective way.

The workshops will be held in August in the Melbourne CBD, Wangaratta and Geelong. [Book Your Place Now...](#)

We are here to help

Our training and consulting services can help you to reduce time, stress and the costs of litigation resulting in:

- More effective managers
- Happier employees
- More productive workplaces



Contact our workplace team on 8650 6262 or email

workplace@lifeworks.com.au

www.lifeworks.com.au/workplace

Cynthia Logan
Principal Consultant-Business
Services

If you wish to unsubscribe from this newsletter, please reply to workplace@lifeworks.com.au, stating "Unsubscribe" in the subject line.