



Program Cost

The cost is \$375 (including GST) for this half day training program.

Morning tea will be provided.

A certificate will be presented on successful completion of the program.

Location Maps will be provided to all attendees upon confirmation of their attendance.

Contact Us

Address

ADP Employer Services
Attention: Learning & Development
P.O. Box 374, Mascot
NSW - 2020

Phone/Fax/Email

Phone: 02 9317 1212
Fax: 02 9317 4303

Email:
payforce_learning@au.adp.com

Website:
www.adppayroll.com.au

Product Benefits

Payforce's Performance Management Online Module covers a variety of options available to allow HR user's to streamline their operations and shorten response times to employee's developmental needs.

This will enable you to:

- Streamline the creation of performance development plans for all employees
- Eliminate paper based plans
- Allow employees and managers to update their own plans using EMO
- Create Continued Professional Development (CPD) plans
- Generate draft plans before the existing plan is signed off
- Reduce administrative tasks involved with development plan

Program Objectives

Upon successful completion of this training program, you will be able to:

- Create company objectives
- Create position specific objectives
- Add objectives to jobs and positions via the Organisation Module
- Generate performance plans for individuals, groups, teams, departments, and divisions
- Purge performance plans for individuals, groups, teams, departments, and divisions
- Manage employee plans from Payforce and EMO
- Add / delete employee or manager objectives on a performance plan via EMO
- Submit performance plans for manager and HR approval
- Complete the sign off on performance plans
- Use all standard reports for Performance Manager Online
- Create and update CPD plans using EMO



TRAINING REGISTRATION FORM

GROW YOUR POTENTIAL

Please complete separate forms for each course. Specific program details and bookings will be confirmed in writing seven (7) days prior to course date.
To register, either complete the registration form and fax to (02) 9317 4303 or register online at www.adppayroll.com.au

Organisation Details

Company Name: _____

Name of Contact Organising Training: _____

Address: Street Name & Number: _____

Suburb: _____ State: _____ Postcode:

Contact Details

Phone: () _____ Fax: () _____

Program Details

Program Name: _____

Date of Program: ____/____/____

Program Venue: NSW-Mascot VIC-Mulgrave QLD-Buranda WA-Perth SA-Adelaide

Attendee Details

1. Name: _____ Email _____
2. Name: _____ Email _____
3. Name: _____ Email _____
4. Name: _____ Email _____

Terms & Conditions

This offer is valid until 30th June 2011. Written confirmation will be issued prior to the scheduled program date.

Cancellation

If a booking is cancelled more than five (5) days & less than ten (10) days prior to the scheduled course date, without immediate intention to reschedule, a charge of \$75.00 is payable. The balance of the program cost will be refunded by Automatic Data Processing Limited. If a booking is cancelled within five (5) days of the scheduled course date, full fees and charges remain payable to Automatic Data Processing Limited.

Reschedule

Due to strictly limited numbers, Automatic Data Processing Limited cannot guarantee that a position will be available for a rescheduled program.

Transfers

There is no charge for substituting the person booked on the course. Written notification of such changes should be provided to Automatic Data Processing Limited prior to attendance.

Automatic Data Processing Limited reserves the right to change prices and fees, programs, and scheduled dates from time to time. We also reserve the right to cancel programs when necessary, and will undertake to provide reasonable notice should any such action become necessary.

Declaration:

I (Name) _____ of (Company Name) _____

have read, understood and agree to the Terms and Conditions as stated on this form.

Signature: _____ Date: _____