FRONTLINE MANAGERS - FAST FACTS

These In-services are designed to assist and support our frontline managers and supporting managers with their roles and responsibilities in relation to core operational functions and where to access resources easily.

30 minute In-Services  Fast Facts Sheets

Fast facts Session Topics

- Introduction: Where a Frontline manager fits in the organisation.
- Overview Information Systems used at MNHHS
- Daily staff management
- Human Resources engagement
- Performance and Development Process
- Position Occupancy (Pos-Occ) Reports (Finance)
- Budget Reports (Finance)
- Performance Improvement Plans
- Health and Safety Incident reporting & injury management
- Recruitment and Selection
- Selection Panel and Appointment Process

IS THIS FOR YOU?

Please contact Ann directly to arrange a time and place. These sessions can be done in your workplace in groups of 1-4 people or in the Computer room maximum 5 people.

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