

Unit Description

fmedge UNIT: 10 Workplace Relationships

CATEGORY: Intermediate

SUMMARY OF UNIT CONTENT:

This **fmedge** Unit covers all aspects of selection and recruitment relevant to managers who are not specialists in the area. It ensures that managers engage in appropriate planning and that selection and induction leads to the recruitment and retention of high quality staff.

This module also covers the ability of managers to manage the performance of the staff who report to them directly. Development of key result areas and Key Performance Indicators and standards, coupled with regular and timely coaching and feedback, provide the basis for performance management.

The primary learning outcomes include:

- Determine future people needs
- Select appropriate people
- Confirm employment arrangements
- Allocate work
- Assess performance
- Provide feedback
- Manage follow-up

This **fmedge** Unit presents the following Units of Competence which lead to qualification within the Australian Qualification Framework:

AQF Unit Code	AQF Unit Description
BSBMGT506A	Recruit, select and induct staff
BSBMGT502A	Manage people performance

For more information, contact:

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