**Task 5 - Your task**

Kazarina Garigous is the Human Resource manager and as such is responsible for ensuring the company employs staff with the correct skill, competency and knowledge sets to enable the company to be successful. She is also responsible for staff relationships, its compliance with industrial/workplace regulations and laws and, of course, ensuring Anjark Services abide by the industrial agreements negotiated with the employees and any unions represented in their work sites. Ms Garigous is currently working on three issues:

1. Assembling information for the next round of meetings with industrial advisors and union representative.
2. Preparing for the next staff briefing on employees’ rights and responsibilities at this company.
3. Negotiating some agreements with consultancy firms in overseas locations.

With respect to the industrial negotiations, Ms Garigous has asked you to ensure a range of documents is assembled, prepared and then despatched to the various stakeholders. This is vital as the company must complete this task within set timelines and ensure all stakeholders receive the documents within the timelines specified.

Ms Garigous will email the details you require for these activities in your intray. Before starting Mr Ms Garigous’ tasks, check in with your supervisor for further direction.

Please remember to send your supervisor all the documents that you develop in these tasks for Ms Garigous, so that these may be checked for accuracy and presentation standards.

**Some hints for you…**

To successfully complete this task, you are required to:

* Demonstrate that you can organise your own schedule allowing flexibility for emergent issues and consulting and negotiating with other work personnel.
* Competently carry out instructions provided to you by your supervisor.
* Know and can apply at least three software applications to achieve work goals.
* Perform tasks according to designated timelines and instructions.
* Prepare a number of documents and forms to the required business standard.
* Identify your own training needs and undertake training on required software packages so that you have the skills to carry out your assigned work tasks.
* Use email to submit the required portfolio to your supervisor (teacher).

**What you must do:**

Refer to the Task Planning Sheet to assist you in completing this task.