



# Northern Territory Anti-Discrimination Commission

## Training in Alice Springs

November 2015

### Customised Training

Customised training courses can be organised for businesses or organisations that would prefer to have in-house training for their staff. These courses can be tailored to focus on the particular needs of an organisation to heighten the relevance of the training.

Customised courses can include any of the workshops listed below.

Contact Diana MacTiernan, Manager Community Education and Training on 08 9216 3942 to discuss any specific training requirements you may have or email [training@eoc.wa.gov.au](mailto:training@eoc.wa.gov.au).

### Anti-Discrimination, Harassment and Bullying

**Who should attend:** Any person interested in developing their knowledge of Anti-Discrimination Law and its application in the workplace and those who wish to become Contact Officers or Trainers in their Organisation in Anti-Discrimination.

**Content:** The NT Anti Discrimination Act and how it affects you and your organisation including the provision of services; the functions and role of the Anti-Discrimination Commission; differences between harassment and bullying and what is acceptable behaviour; your rights and responsibilities; support strategies.

**Duration:** Half day workshop (8:30am to 12:00pm)

**Date:** Tuesday, 24<sup>th</sup> November 2015

**Cost (incl GST):** \$300 p/p (morning tea provided)

**Venue:** GTNT Suite2, 9 Whittaker Street, Alice Springs

### Preventing Discrimination, Harassment and Bullying for Managers and Supervisors

**Who should attend:** Managers and other staff who wish to improve their knowledge and skills in preventing discrimination, harassment and bullying in the workplace.

**Content:** Legislation regarding discrimination, harassment and bullying and vicarious liability of individuals and organisations; the role and responsibility of the Manager/Supervisor in fostering and monitoring a positive workplace culture; managing and taking action against unacceptable behaviour.

**Duration:** Half day workshop (8:30am to 12:00pm)

**Date:** Monday, 23<sup>rd</sup> November 2015

**Cost (incl GST):** \$300 p/p (morning tea provided)

**Venue:** GTNT Suite2, 9 Whittaker Street, Alice Springs

### Contact Officer Role

**Who should attend:** Staff who are undertaking the role of Contact Officer in their organisation.

**Prerequisite:** Anti-Discrimination, Harassment and Bullying course or the Preventing Discrimination, Harassment and Bullying for Managers and Supervisors course (refer to other courses).

**Content:** The role and function of a Contact Officer; skills, knowledge and resources to act as a first point of contact in dealing with complaints, provision of support and information to workers with a grievance; conducting respectful first point of contact interviews.

**Duration:** Half day workshop (12:45pm to 4:15pm)

**Date:** Tuesday, 24<sup>th</sup> November 2015

**Cost (incl GST):** \$300 p/p (afternoon tea provided)

**Venue:** GTNT Suite2, 9 Whittaker Street, Alice Springs

### Sexual Harassment – Know where the line is

**Who should attend:** Any person interested in developing their knowledge of the law in this area but particularly Managers who are responsible for implementing policies and codes of conduct.

Despite being outlawed for over 25 years, sexual harassment remains a problem in our workplaces. In the last financial year, the NT Anti-Discrimination Commission reported a large increase in the number of complaints in this area. Sexual harassment comes at a considerable cost, both to affected individuals and to business. It is important that employers take active steps to prevent sexual harassment and respond effectively when it occurs.

This workshop will explore – What is sexual harassment; the current statistics; Federal and Territory laws that cover sexual harassment; workplace culture and how it can impact on behaviour; legal cases; liability of individuals and organisations and strategies to help minimise the risk of sexual harassment.

**Duration:** 2 hour workshop (1:00pm to 3:00pm)

**Date:** Monday, 23<sup>rd</sup> November 2015

**Cost (incl GST):** \$175 p/p

**Venue:** GTNT Suite2, 9 Whittaker Street, Alice Springs

Disclaimer – Minimum numbers are required for courses to be viable. If not, there could be the possibility of a course being cancelled. In the event a course is cancelled by the Equal Opportunity Commission, all enrollees will be notified by email and offered a place on the next available program.