



Build a Fair, Diverse and Healthy Culture in your organisation!

Darwin, November 2018

Please register by 8 November to secure your place

Let the NT Anti-Discrimination Commission help you:

- ◆ *prevent discrimination, harassment and bullying*
- ◆ *prevent sexual harassment*
- ◆ *implement effective policies and procedures*
- ◆ *manage grievances*
- ◆ *foster inclusion and diversity*

Customised Training

Customised training courses can be organised for businesses or organisations that would prefer to have in-house training for their staff and are a cost-effective way to train larger groups of people. 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 the office on 08 8999 1444 to discuss any specific training requirements you may have or email: antidiscrimination@nt.gov.au.

Preventing Discrimination, Harassment and Bullying for Managers and Supervisors

- Role and responsibilities of Managers and Supervisors:
 - Positive workplace culture
 - Dealing with inappropriate workplace behaviour
- Vicarious liability
- Discrimination, Harassment and Bullying
- Sexual Harassment; Victimisation
- NT *Anti-Discrimination Act* and the role of the Commission

Duration: Half day workshop 8:30am to 12:00 noon **Date:** Monday 19 November 2018

Venue: Candour Room, 1st Floor, RCG House, 83 Mitchell St, Darwin (Department of Housing and Community Development)

Cost: \$350 + GST per person (morning tea provided)

Who: Managers and Supervisors, HR staff, anyone who wants to improve their knowledge and skills in preventing discrimination, harassment and bullying in the workplace.

Anti-Discrimination, Harassment and Bullying

- How to deal with inappropriate behaviour in the workplace
- Discrimination, Harassment and Bullying
- Sexual Harassment; Victimisation
- NT *Anti-Discrimination Act* and the role of the Commission

Duration: Half day workshop 1:00pm to 4:30pm **Date:** Monday 19 November 2018

Venue: Candour Room, 1st Floor, RCG House, 83 Mitchell St, Darwin (Department of Housing and Community Development)

Cost: \$350 + GST per person (morning tea provided)

Who: Anyone interested in developing their knowledge of Anti-Discrimination law and its application in their organisation.

Contact Officer

- Functions of a Contact Officer; first point of contact for workers with a grievance
- Review of organisation policies and procedures
- Discrimination, Harassment and Bullying
- Sexual Harassment; Victimisation
- NT *Anti-Discrimination Act* and the role of the Commission

Duration: Full day workshop 8:30am to 4:00pm **Date:** Tuesday 20 November 2018

Venue: Candour Room, 1st Floor, RCG House, 83 Mitchell St, Darwin (Department of Housing and Community Development)

Cost: \$700 + GST per person (morning tea and light lunch provided)

Who: Staff who are, or will be, undertaking the role of Contact Officer in the organisation.

Challenging Unconscious Bias

- Organisational benefits of Inclusion and Diversity
- Strategies to reduce and manage unconscious bias:
 - personal bias
 - organisational strategies
 - organisational cultural change
- What unconscious bias is and where it comes from
- Impact of unconscious bias in the real world

Duration: Half day workshop 8:30am to 12:00 noon **Date:** Monday 26 November 2018

Venue: Candour Room, 1st Floor, RCG House, 83 Mitchell St, Darwin (Department of Housing and Community Development)

Cost: \$350 + GST per person (morning tea provided)

Who: Managers and Supervisors, HR staff, especially anyone who is involved in recruitment; Service delivery and customer/client relations.

Fair Go at Work: Train the Trainer

- Strategies to deliver training on Anti-Discrimination, harassment, sexual harassment, and bullying, in line with organisational policies
- NT *Anti-Discrimination Act* and the application of fair, reasonable and respectful behaviour in the workplace

Duration: Full day workshop 8:30am to 4:00pm **Date:** Tuesday 27 November 2018

Venue: Candour Room, 1st Floor, RCG House, 83 Mitchell St, Darwin (Department of Housing and Community Development)

Cost: \$700 + GST per person (morning tea and light lunch provided); plus the purchase of *Fair Go at Work: Train the Trainer Manual*, available through the NT ADC, \$500 + GST each. One per participant is recommended, but minimum one per organisation is required.

Who: Staff within organisations who wish to present training courses on Anti-Discrimination best practice in their own work places. Pre-requisite: Qualifications/previous experience in adult education.



What participants are saying:

"All employees should do this course for their own benefit and understanding" [health service]

"Very applicable to all organisations and staff levels" [sports organisation]

"Examples, practical hands-on materials and discussion" [NGO]

"Great activities to get everyone involved" [Government agency]

"Sujoy is a great presenter, enthusiastic and entertaining" [Legal organisation].

Your Trainer: Sujoy Kentlyn

Sujoy is a sociologist who has spent more than ten years developing and delivering education and training for government and community services, community orgs and the general public, university students and academics. This training has focused on diversity and inclusion; human rights, discrimination and equal opportunity; social determinants of health; and understanding disadvantage, marginalisation and social participation.



For more information, and an obligation-free quote, please contact:

Janet Bell (08) 8999 1444; Free call 1800 813 846; antidiscrimination@nt.gov.au