



Northern Territory Anti-Discrimination Commission

Training in Alice Springs

March 2015

Preventing Discrimination, Harassment and Bullying

Who should attend: Any Managers and/or staff who wish to improve their knowledge and skills in preventing discrimination, harassment and bullying and developing their knowledge of Anti-Discrimination Law and its application in the workplace and for 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 and support strategies. Legislation regarding discrimination, harassment and bullying and vicarious liability of individuals and organisations; the role of the Manager/Supervisor in fostering and monitoring a positive workplace culture; managing and taking action against unacceptable behaviour.

Duration: Half day workshop (9:00am - 12:30pm)

Date: Monday, 30th March 2015

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

Venue: Chifley Hotel, 34 Stott Terrace, Alice Springs

Sexual Harassment – Know where the line is

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 (2:00pm – 4:00pm)

Date: Monday, 30th March 2015

Cost (incl GST): \$175

Venue: Chifley Hotel, 34 Stott Terrace, 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 course (see above).

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 (9:00am - 12:30pm)

Date: Tuesday, 31st March 2015

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

Venue: Chifley Hotel, 34 Stott Terrace, Alice Springs

Train the Trainer

Who should attend: Those staff within organisations who wish to present training courses on Anti-Discrimination best practice in their own workplaces.

Pre-Requirement: Previous attendance at a minimum of one ADC training course plus experience in presenting training courses to adults.

Content: NT Anti-Discrimination Act and the application of fair, reasonable and respectful behaviour in the workplace; strategies to develop and deliver training courses on Anti-Discrimination, Harassment and Bullying in line with organisation's policies.

Duration: Full day (9:00am to 4:00pm)

Cost (incl GST): \$450 for the training course (incl M/T and light lunch) plus the purchase of the training manual available through the NT ADC at a cost of \$600/\$660*. *Please note the cost of the manual will be determined by the NT ADC according to their fee policy and this cost may increase at any time in accordance with their financial year fee structures.

Dates: To attend a Train the Trainer workshop, please register your interest at training@eoc.wa.gov.au. This course will be scheduled according to the demand we receive on an as required basis.

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.