



Northern Territory Anti-Discrimination Commission

Training in Darwin

September 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 or Sexual harassment prevention training.

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.

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 (9:00am to 12:30pm)

Date: Monday, 14th September 2015

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

Venue: NDS Conference Centre, Level 2, 43 Cavenagh Street, Darwin

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: Tuesday, 15th September 2015

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

Venue: NDS Conference Centre, Level 2, 43 Cavenagh Street, Darwin

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 (1:00pm to 4:30pm)

Date: Tuesday, 15th September 2015

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

Venue: NDS Conference Centre, Level 2, 43 Cavenagh Street, Darwin

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-Requisite: 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.