

## NT Anti-Discrimination Commission

### Quarter 3 and 4 - 2024 Public Training Calendar

Month	Location	Course Title	Date	Time	Duration	Fee
<b>August 2024</b>	Darwin	Challenging Unconscious Bias	Monday 26 August 2024	8:15am – 11:45am	3.5 hours	\$400 + GST
		Anti-Discrimination, Harassment and Bullying	Monday 26 August 2024	12:30pm – 4:00pm	3.5 hours	\$400 + GST
		Preventing Discrimination, Harassment and Bullying for Managers and Supervisors	Tuesday 27 August 2024	8:15am – 11:45am	3.5 hours	\$400 + GST
		Sexual Harassment Bystander Intervention	Tuesday 27 August 2024	12:30pm – 4:00pm	3.5 hours	\$400 + GST
		Contact Officer Role	Wednesday 28 August 2024	8:30am – 3:30pm	7 hours	\$800 + GST
<b>September 2024</b>	Katherine	Challenging Unconscious Bias	Thursday 19 September 2024	8:30am – 12:00pm	3.5 hours	\$400 + GST
		Anti-Discrimination, Harassment and Bullying	Thursday 19 September 2024	1:00pm – 4:30pm	3.5 hours	\$400 + GST
		Preventing Discrimination, Harassment and Bullying for Managers and Supervisors	Friday 20 September 2024	8:30am – 12:00pm	3.5 hours	\$400 + GST
		Sexual Harassment Bystander Intervention	Friday 20 September 2024	1:00pm – 4:30pm	3.5 hours	\$400 + GST
<b>November 2024</b>	Alice Springs	Challenging Unconscious Bias	Monday 11 November 2024	8:30am – 12:00pm	3.5 hours	\$400 + GST
		Anti-Discrimination, Harassment and Bullying	Monday 11 November 2024	1:00pm – 4:30pm	3.5 hours	\$400 + GST
		Preventing Discrimination, Harassment and Bullying for Managers and Supervisors	Tuesday 12 November 2024	8:30am – 12:00pm	3.5 hours	\$400 + GST
		Sexual Harassment Bystander Intervention	Tuesday 12 November 2024	1:00pm – 4:30pm	3.5 hours	\$400 + GST
		Contact Officer Role	Wednesday 13 November 2024	8:30am – 3:30pm	7 hours	\$800 + GST
<b>November 2024</b>	Darwin	Preventing Discrimination, Harassment and Bullying for Managers and Supervisors	Monday 18 November 2024	8:15am – 11:45am	3.5 hours	\$400 + GST
		Anti-Discrimination, Harassment and Bullying	Monday 18 November 2024	12:30pm – 4:00pm	3.5 hours	\$400 + GST
		Contact Officer Role	Tuesday 19 November 2024	8:30am – 3:30pm	7 hours	\$800 + GST
		Contact Officer Refresher	Monday 25 November 2024	8:15am – 11:45am	3.5 hours	\$400 + GST
		Challenging Unconscious Bias	Monday 25 November 2024	12:30pm – 4:00pm	3.5 hours	\$400 + GST
		Positive Duty for Leaders	Tuesday 26 November 2024	8:15am – 11:45am	3.5 hours	\$400 + GST
		Sexual Harassment Bystander Intervention	Tuesday 26 November 2024	12:30pm – 4:00pm	3.5 hours	\$400 + GST
<b>December 2024</b>	Online	Anti-Discrimination, Harassment and Bullying	Monday 9 December 2024	8:15am – 11:45am	3.5 hours	\$400 + GST
		Preventing Discrimination, Harassment and Bullying for Managers and Supervisors	Monday 9 December 2024	12:30pm – 4:00pm	3.5 hours	\$400 + GST
		Challenging Unconscious Bias	Tuesday 10 December 2024	8:15am – 11:45am	3.5 hours	\$400 + GST
		Positive Duty for Leaders	Tuesday 10 December 2024	12:30pm – 4:00pm	3.5 hours	\$400 + GST
		Positive Duty Information Session	Wednesday 11 December 2024	9:30am – 11:00am	1.5 hours	\$220 + GST
		Discrimination, Harassment and Bullying Information Session	Wednesday 11 December 2024	1:00pm – 2:30pm	1.5 hours	\$220 + GST

## Course Content:

### Anti-Discrimination, Harassment and Bullying

- Discrimination, harassment, bullying, sexual harassment and victimisation
- How to deal with inappropriate behaviour in the workplace
- Impact of discrimination on staff well-being and workplace culture
- NT Anti-Discrimination Act and the role of the Commission

Duration: half-day workshop

Catering: Morning or afternoon tea provided

### Challenging Unconscious Bias

- What unconscious bias is and where it comes from
- Impact of unconscious bias on staff well-being and workplace culture
- Organisational benefits of inclusion and diversity
- Strategies to reduce and manage unconscious bias:
  - personal bias
  - organisational strategies
  - organisational cultural change

Duration: half-day workshop

Catering: Morning or afternoon tea provided

### Contact Officer Role

- Functions of a Contact Officer; first point of contact for workers with a grievance
- Discrimination, harassment, bullying, sexual harassment and victimisation
- Review of relevant policies and procedures
- Contact Officer role - skills practice
- NT Anti-Discrimination Act and the role of the Commission

Duration: full-day workshop

Catering: Lunch and afternoon tea provided

### Contact Officer Refresher

- Refresher: Functions of a Contact Officer
- Refresher: Discrimination, harassment, bullying, sexual harassment and victimisation
- Contact Officer role - skills practice
- Only people already trained as Contact Officers are eligible to participate

Duration: half-day workshop

Catering: Morning or afternoon tea provided

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

- Discrimination, harassment, bullying, sexual harassment and victimisation
- Role and responsibilities of managers and supervisors:
  - Positive duty
  - Positive workplace culture
  - Dealing with inappropriate workplace behaviour
- Vicarious liability
- NT Anti-Discrimination Act and the role of the Commission

Duration: half-day workshop

Catering: Morning or afternoon tea provided

### Sexual Harassment Bystander Intervention

- What constitutes sexual harassment
- Drivers of sexual harassment
- Bystander role
- Bystander intervention skills
- Responding to disclosures of sexual harassment

Duration: half-day workshop

Catering: Morning or afternoon tea provided

## Positive Duty for Leaders

- Positive duty
- Minimum standards for compliance with the positive duty
- Prevention planning
- Principles of complaint handling
- Organisational benefits of inclusion, diversity and positive duty culture
- NT Anti-Discrimination Act and the role of the Commission

Duration: half-day workshop

Catering: Morning or afternoon tea provided

## Positive Duty Information Session (Online only)

- Positive duty
- Minimum standards for compliance with the positive duty

Duration: 1.5 hour workshop

## Discrimination, Harassment and Bullying Information Session (Online only)

- Identifying Discrimination, harassment, bullying, sexual harassment and victimisation
- Options to address inappropriate behaviour in the workplace

Duration: 1.5 hour workshop

## Registrations:

To register for training courses, print and fill in the [registration form](#) and email to [antidiscrimination@nt.gov.au](mailto:antidiscrimination@nt.gov.au) or call 1800 813 846.

Register a week before training start to secure your place. To learn about our other training packages, visit <https://adc.nt.gov.au/education-and-training>.

## Cancellation Policy:

- Cancellations received more than 7 working days prior to commencement of the course will be free of charge.
- Cancellations received less than 7 working days prior to commencement of the course will be charged the full fee.
- Cancellations should be provided in writing by email to: [antidiscrimination@nt.gov.au](mailto:antidiscrimination@nt.gov.au)
- Enrolees who do not attend the class will be charged the full fee. Enrolees who do not attend due to sickness may be transferred to another course or receive a refund upon receipt of a medical certificate.
- In the event a course is cancelled by the Anti-Discrimination Commission all enrolees will be notified and be offered a place on the next available program.

## Customised Training:

Customised training courses can also be organised for businesses or organisations that would prefer to have in-house training for their staff. We tailor training to address certain areas of discrimination, and can target the training specifically for managers, staff or contact officers. We can also link training directly to your policies and procedures.

Please see below list of customised training course available.

- Anti-Discrimination, Harassment and Bullying
- Challenging Unconscious Bias
- Contact Officer and Contact Officer Refresher
- Positive Duty for Leaders
- Preventing Discrimination, Harassment and Bullying for Managers and Supervisors
- Sexual Harassment Bystander Intervention
- Trans and Gender Diverse People

## Questions:

For more information contact:

NT Anti-Discrimination Commission: (08) 8999 1444 or free call 1800 813 846

Email: [antidiscrimination@nt.gov.au](mailto:antidiscrimination@nt.gov.au)