

## Public Training Program 2017

All sessions require minimum numbers to run, where there is increased demand extra sessions may be scheduled. Organisations wanting customised training (further details contained later in this document) may take advantage of the discount in fees by booking training in these weeks. All course and workshop pricing is subject to change at any time. Please also note our cancellation policy contained at the end of this document.

Dates	Location	Sessions Running
16 – 20 October	Alice Springs	<ul style="list-style-type: none"> <li>• Anti-Discrimination, Harassment and Bullying</li> <li>• Preventing Discrimination, Harassment and Bullying for Managers and Supervisors</li> <li>• Contact Officer Role</li> </ul>
<i>20 – 24 November</i>	<i>Darwin</i>	<ul style="list-style-type: none"> <li>• <i>Anti-Discrimination, Harassment and Bullying</i></li> <li>• <i>Preventing Discrimination, Harassment and Bullying for Managers and Supervisors</i></li> <li>• <i>Contact Officer Role</i></li> </ul>

\*dates listed in italics are tentative.

## 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 needs of an organisation to heighten the relevance of the training. Customised courses can include **any** of the workshops listed in this document.

### Challenging Unconscious Bias Workshop

Explore diversity, improve inclusivity and tackle stereotypes in the workplace.

All humans have a natural preference for people who look like us, sound like us or share our interests. This form of bias could be unconsciously impacting on our decision-making in the workplace.

Unconscious bias takes effect at various stages during employment; as early as the recruitment stage.

Challenging unconscious bias occurs when we understand what unconscious bias is, recognise its prevalence in the workplace, and learn how to identify, address and reduce its impacts on our actions and decisions.

The workshop is divided into three parts.

- Examining what unconscious bias is and where it comes from.
- Exploring the impacts of unconscious bias on others in the real world.
- Considering and discussing strategies that may help to reduce and manage unconscious bias and its consequences in the workplace; managing personal bias, organisational strategies and organisational cultural change.

The workshop is recommended for all staff particularly those involved in recruitment. It can be tailored for management.

**Duration** approximately 3 hours.

**Cost:** Contact the office for a customised quote

This workshop is only offered as customised training, **no public program** will be offered. Please contact us if your business or organisation is interested in receiving this workshop.

## 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.

**Content:** 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

**Cost:** Contact the office for a customised quote

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## Public Training Program Offerings

### 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

**Cost:** \$350 p/p + GST (morning or afternoon tea provided)

### 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

**Cost:** \$350 p/p + GST (morning or afternoon tea provided)

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## Contact Officer Role

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

**Content:**

**Part 1:** The NT Anti-Discrimination Act, the functions and role of the Anti-Discrimination Commission; Sexual Harassment, Workplace Harassment and Bullying. Review of organisations policies and procedures.

**Part 2:** 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.

**Duration:** Full-day workshop

**Cost:** \$700 p/p + GST (morning tea and a light lunch provided)

## Fair Go at Work - Train the Trainer

**Who should attend:** Staff within organisations who wish to present training courses on Anti-Discrimination best practice in their own work places.

**Pre-requisite:** Previous experience in presenting 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:** \$700+GST plus the purchase of the Fair Go at Work – Train the Trainer Manual available through the NT ADC\*. \*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 [antidiscrimination@nt.gov.au](mailto:antidiscrimination@nt.gov.au). This course will be scheduled according to the demand we receive on an as required basis.

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# Training Cancellation Policy

## Cancellation – Public Training Program

This policy applies to participants of the public training program.

- 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)

## Substitution of another participant in a public training program

- Substitutions may be made at any time up to the commencement of the course by calling the Anti-Discrimination Commission on 08 8999 1444 or by email to: [antidiscrimination@nt.gov.au](mailto:antidiscrimination@nt.gov.au)

## No shows

- Enrollees who do not attend the class will be charged the full fee. Enrollees who do not attend due to sickness may be transferred to another course upon receipt of a doctor's certificate or receive a refund.

## Courses cancelled by the Anti-Discrimination Commission

- In the event a course is cancelled by the Anti-Discrimination Commission all enrollees will be notified and be offered a place on the next available program.

## Cancellation – Organisation Training

- Cancellations received more than 7 working days prior to commencement of the course will not incur a course fee. In the circumstance where non-refundable travel expenses or other expenses have been incurred by the Anti-Discrimination Commission the costs will be charged to the organisation as required.

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