

# 2023 Digital Classroom Training Calendar

## BOOK ONLINE

- Prices are Per Person, Per Session
- Please make sure you check your time zone

	Duration	SESSION COMMENCEMENT TIMES – AEDT/AEST (SYDNEY/MELBOURNE TIME ZONE) This calendar of scheduled course dates can be subject to change. Please check our website for additional dates should a below link not be active. New dates and courses may be added over the year.				Member Price	Non-member Price
		9.30AM/10.00AM	11.30AM	2.00PM	3.00PM		
<b>EMPLOYEE RELATIONS</b>							
Annualised Salaries	1 hour	<a href="#">22 Feb</a>		<a href="#">8 Aug</a>		\$99	\$109
Disciplinary Action for Poor Performance & Misconduct	3 x 1.5 hrs	<a href="#">11, 18 &amp; 25 May</a> <a href="#">8, 15 &amp; 22 Nov</a>		<a href="#">31 Jan, 7 &amp; 14 Feb</a>		\$450	\$495
Diversity and Inclusion in the Workplace	1.5 hrs	<a href="#">4 Apr</a>	<a href="#">19 Oct</a>	<a href="#">12 Jul</a>		\$132	\$145
Employment Law Awareness for Managers & Supervisors	2 hrs	<a href="#">1 Feb</a> <a href="#">15 Jun</a> <a href="#">29 Nov</a>		<a href="#">29 Mar</a> <a href="#">6 Sep</a>		\$198	\$218
Navigating Modern Awards – Manufacturing & Associated Industries & Occupations Award 2020	1.5 hrs	<a href="#">21 Feb – Sold Out</a> <a href="#">30 May</a>		<a href="#">27 Apr</a> <a href="#">13 Sep</a>		\$132	\$145
Navigating Modern Awards – Clerks – Private Sector Award 2020	1.5 hrs	<a href="#">29 Mar</a> <a href="#">16 Aug</a>		<a href="#">6 Jun</a> <a href="#">15 Nov</a>		\$132	\$145
Navigating Modern Awards – Food, Beverage and Tobacco Manufacturing Award 2020	1.5 hrs	<a href="#">28 Apr</a>					
Navigating Modern Awards – Social, Community, Home Care and Disability Services Industry Award 2010	1.75 hrs	<a href="#">14 Feb</a> <a href="#">15 Aug</a>		<a href="#">25 May</a> <a href="#">14 Nov</a>		\$132	\$145
<b>DISCRIMINATION, HARASSMENT AND BULLYING</b>							
Discrimination, Bullying & Harassment for Managers & Supervisors	1.5 hrs	<a href="#">7 Mar</a>		<a href="#">10 Aug</a>		\$145	\$132
Investigating Bullying, Harassment & Misconduct Complaints	3 x 1.5 hrs	<a href="#">7, 14 &amp; 21 Feb</a> <a href="#">30 Nov, 7 &amp; 14 Dec</a>		<a href="#">20, 27 Jul &amp; 3 Aug</a>		\$450	\$495
Skills for Contact Officers	3 x 1.5 hrs	<a href="#">16, 23 &amp; 30 Mar</a> <a href="#">6, 13 &amp; 20 Sep</a>				\$450	\$495
Skills for Contact Officers Refresher	2 hrs			<a href="#">20 Sep</a>		\$198	\$218
<b>BUSINESS OPERATIONS &amp; IMPROVEMENT (SAFETY)</b>							
Multi-State: All You Need to know about Workers Compensation	4 x 2 hrs	<a href="#">23, 28 Feb &amp; 2 &amp; 7 Mar</a> <a href="#">14, 16, 21 &amp; 23 Nov</a>		<a href="#">6, 18, 23 &amp; 25 May</a> <a href="#">5, 7, 12 &amp; 14 Sep</a>		\$575	\$632
Achieving Due Diligence under Safety Laws	2.5 hrs	<a href="#">8 Feb</a> <a href="#">21 Nov</a>				\$297	\$326
Chain of Responsibility	2.5 hrs	<a href="#">15 Feb</a> <a href="#">6 Dec</a>		<a href="#">9 Mar</a> <a href="#">11 Oct</a>		\$297	\$326
Health and Safety Awareness for Managers and Supervisors	2.5 hrs	<a href="#">22 Mar</a> <a href="#">18 Oct</a>		<a href="#">28 Jun</a>		\$297	\$326
Mental Health and Awareness for Managers and Supervisors	1.5 hrs			<a href="#">22 Feb</a> <a href="#">8 Aug</a>		\$132	\$145
Psychological Safety in the Workplace	2.5 hrs	<a href="#">1 Mar</a> <a href="#">9 Aug</a>		<a href="#">2 May</a> <a href="#">28 Nov</a>		\$297	\$326
Traffic Management	2.5 hrs	<a href="#">21 Mar</a>		<a href="#">15 Aug</a>		\$297	\$326
<b>HUMAN CAPABILITIES (MANAGEMENT AND LEADERSHIP)</b>							
Communication Skills	1.5 hrs	<a href="#">3 May</a>			<a href="#">5 Sep</a>	\$132	\$145
Dealing with Difficult People and Conflict	1.5 hrs	<a href="#">28 Feb</a>		<a href="#">10 Oct</a>		\$132	\$145
Family and Domestic Violence Awareness	1.5 hrs	<a href="#">12 Jul</a>			<a href="#">4 Apr</a>	\$132	\$145
Introduction to Supervision	3 x 1.5 hrs	<a href="#">28 Feb, 1 &amp; 7 Mar</a> <a href="#">18, 19 &amp; 25 Oct</a>		<a href="#">21, 22 &amp; 28 Jun</a>		\$450	\$495
Leadership Skills for Managers and Supervisors	8 x 1.5 hrs	<a href="#">14, 15, 21, 22, 28, 29 Jun, 5 &amp; 6 Jul</a>			<a href="#">21, 22, 28 Feb, 1, 7, 8, 14 &amp; 15 Mar</a> <a href="#">11, 12, 18, 19, 25 &amp; 26 Oct, 1, 2 Nov</a>	\$865	\$955
Performance Management (Disciplinary Procedures)	2 hrs	<a href="#">14 Mar</a> <a href="#">11 Oct</a>		<a href="#">15 Jun</a>		\$198	\$218
Time Management	1 hr	<a href="#">29 Aug</a>	<a href="#">12 Dec</a>	<a href="#">31 May</a>		\$99	\$109