

2024 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		
EMPLOYEE RELATIONS							
Annualised Salaries	1 hour	19 Mar		22 Aug		\$99	\$109
Disciplinary Action for Poor Performance & Misconduct	3 x 1.5 hrs	14, 21 & 28 Mar 4, 5 & 6 Jun 20, 27 Aug & 3 Sep		31 Jan, 7 & 14 Feb 22, 23 & 24 Oct		\$450	\$495
Diversity and Inclusion in the Workplace	1.5 hrs			19 Mar 13 Aug		\$132	\$145
Employment Law Awareness for Managers & Supervisors	2 hrs	30 Jan 6 Mar 25 Jun 28 Aug		9 May 29 Oct 11 Dec		\$198	\$218
Navigating Modern Awards – Manufacturing & Associated Industries & Occupations Award 2020	1.5 hrs	27 Feb 23 Apr 10 Sep		25 Jul 14 Nov		\$132	\$145
Navigating Modern Awards – Clerks – Private Sector Award 2020	1.5 hrs	29 Feb 17 Jul 26 Sep		30 Apr 19 Nov		\$132	\$145
Navigating Modern Awards – Road Transport & Distribution Award 2020	1.5 hrs	5 Nov					
Navigating Modern Awards – Food, Beverage and Tobacco Manufacturing Award 2020	1.5 hrs	16 May					
Navigating Modern Awards – Social, Community, Home Care and Disability Services Industry Award 2010	1.75 hrs	2 May 14 Aug		20 Feb		\$132	\$145
Navigating Modern Awards – Professional Employee Awards	1.5 hrs	28 Feb 24 Sep		4 Jun			
DISCRIMINATION, HARASSMENT AND BULLYING							
Discrimination, Bullying & Harassment for Managers & Supervisors	1.5 hrs	31 Jan 14 May 18 Jul 10 Dec		20 Mar 15 Oct		\$145	\$132
Investigating Bullying, Harassment & Misconduct Complaints	3 x 1.5 hrs	2, 9 & 16 May		7, 14 & 21 Mar		\$450	\$495
Skills for Contact Officers	3 x 1.5 hrs	17, 24 & 31 Oct		21, 28 Feb & 6 Mar 5, 12 & 19 Jun		\$450	\$495
Skills for Contact Officers Refresher	2 hrs			18 Jul		\$198	\$218
BUSINESS OPERATIONS & IMPROVEMENT (SAFETY)							
Multi-State: All You Need to know about Workers Compensation	4 x 2 hrs	6, 7, 20 & 22 Feb		10, 11, 17 & 18 April		\$575	\$632
Achieving Due Diligence under Safety Laws	2.5 hrs	1 May 15 Aug		5 Mar		\$297	\$326
Chain of Responsibility	2.5 hrs	17 Apr 29 May 11 Sep 12 Nov		20 Feb 17 Jul		\$297	\$326
Health and Safety Awareness for Managers and Supervisors	2.5 hrs	8 Feb 19 Jun 15 Oct 4 Dec		16 Apr 14 Aug		\$297	\$326
Mental Health and Awareness for Managers and Supervisors	1.5 hrs	6 Feb 16 Jul 16 Oct		23 Apr		\$132	\$145
Psychological Safety in the Workplace	2.5 hrs	13 Mar 6 Sep		13 Mar 6 Sep		\$297	\$326
Traffic Management	2.5 hrs	16 Apr		3 Sep		\$297	\$326

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HUMAN CAPABILITIES (MANAGEMENT AND LEADERSHIP)							
Communication Skills	1.5 hrs	12 Sep 21 Feb		14 May		\$132	\$145
Dealing with Difficult People and Conflict	1.5 hrs	13 Feb 7 Mar 7 Aug 3 Dec		4 Jun 17 Oct		\$132	\$145
Family and Domestic Violence Awareness	1.5 hrs	27 Feb 9 Apr 13 Aug 5 Dec		6 Jun 1 Oct		\$132	\$145
Introduction to Supervision	3 x 1.5 hrs	17, 24 Apr & 1 May 13, 20 & 27 Nov		15, 22 & 29 Feb 25 Jul & 1, 8 Aug		\$450	\$495
Leadership Skills for Managers and Supervisors	4 x 3 hrs	21, 22, 28 & 29 Feb 31 Jul, 1, 7 & 8 Aug		1, 8, 15 & 22 May 13, 20, 27 Nov & 4 Dec		\$865	\$955
Performance Management (Disciplinary Procedures)	2 hrs	15 Feb 25 Jul		17 Apr 12 Sep		\$198	\$218
Time Management	1 hr	18 Apr		7 Aug		\$99	\$109