

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		
EMPLOYEE RELATIONS							
Annualised Salaries	1 hour		15 Mar		9 Aug	\$99	\$109
Disciplinary Action for Poor Performance & Misconduct	3 x 1.5 hrs		22, 29 Jun & 6 Jul		31 Jan, 7 & 14 Feb	\$450	\$495
Diversity and Inclusion in the Workplace	1.5 hrs		20 Jan 14 Nov			\$132	\$145
Employment Law Awareness for Managers & Supervisors	2 hrs		2 Feb 4 Aug		5 May 14 Nov	\$198	\$218
Navigating Modern Awards – Manufacturing & Associated Industries & Occupations Award 2020	1.5 hrs		5 Apr		3 Feb 1 Jun	\$132	\$145
Navigating Modern Awards – Clerks – Private Sector Award 2020	1.5 hrs		31 Mar		1 Feb 9 Jun	\$132	\$145
Navigating Modern Awards – Food, Beverage & Tobacco Manufacturing Award 2020	1.5 hrs		8 Feb		17 May	\$132	\$145
DISCRIMINATION, HARASSMENT AND BULLYING							
Discrimination, Bullying & Harassment for Managers & Supervisors	1.5 hrs		3 Feb 2 Jun		30 Mar	\$145	\$132
Investigating Bullying, Harassment & Misconduct Complaints	3 x 1.5 hrs				2, 9 & 16 Feb 22, 29 Jun & 6 Jul	\$450	\$495
Skills for Contact Officers	3 x 1.5 hrs	26 Apr, 2, 9 May			8, 15, 22 Sep	\$450	\$495
Skills for Contact Officers Refresher	2 hrs			26 Sep		\$198	\$218
WORKERS' COMPENSATION							
Multi-State: All You Need To Know About Workers Compensation	4 x 2 hrs		1, 3, 8 & 10 Feb SOLD OUT			\$575	\$632
BUSINESS OPERATIONS & IMPROVEMENT (SAFETY)							
Achieving Due Diligence under Safety Laws	2.5 hrs		15 Feb 11 May		3 Oct	\$297	\$326
Chain of Responsibility	2.5 hrs		9 Feb 3 May 14 Nov		24 Aug	\$297	\$326
Health and Safety Awareness for Managers and Supervisors	2.5 hrs		12 Apr 1 Sep		1 Feb 8 Jun	\$297	\$326
Mental Health and Awareness for Managers and Supervisors	1.5 hrs		8 Feb 23 Jun 11 Nov	5 Sep	13 Apr 16 May	\$132	\$145
Psychological Safety in the Workplace	1.5 hrs		24 Mar	19 Sep	3 Feb 3 May	\$132	\$145
Traffic Management	2.5 hrs		1 Mar 11 Oct		20 Jul	\$297	\$326
HUMAN CAPABILITIES (MANAGEMENT AND LEADERSHIP)							
Communication Skills	1.5 hrs		5 May 20 Sep		20 Jan	\$132	\$145
Dealing with Difficult People and Conflict	1.5 hrs		3 Mar 21 Jun		4 Oct	\$132	\$145
Family and Domestic Violence Awareness	1.5 hrs		15 Mar			\$132	\$145
Introduction to Supervision	3 x 1.5 hrs		13, 20 & 27 Jan	8, 15, 22 Sep	26 Apr, 2, 9 May	\$450	\$495
Leadership Skills for Managers and Supervisors	8 x 1.5 hrs	5, 8, 12, 15, 19, 22, 26 & 29 Sep	2, 3, 9, 10, 16, 17, 23, 24 Feb	26, 28 April, 2, 5, 9, 12, 16 & 19 May		\$865	\$955
Performance Management (Disciplinary Procedures)	2 hrs		10 May 2 Aug		22 Feb 16 Nov	\$198	\$218
Retiring Well	2 hrs				8 Feb	\$198	\$218
Time Management	1 hr		22 Feb 16 Nov		10 May 2 Aug	\$99	\$109