

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