



# Northern Territory Anti-Discrimination Commission

## Training Program July – December 2009

The Anti-Discrimination Commission provides a range of programs designed to educate management and staff.

You can attend training in Darwin or at a regional or remote centre or we can customise training to meet your organisational requirements and come to you.

### The benefits are many! You will receive:

- ✓ Comprehensive, up-to-date information;
- ✓ Specific training for managers, including equal opportunity in recruitment;
- ✓ Refresher training programs as required;
- ✓ Assistance in designing or reviewing equal opportunity or anti-discrimination policies;
- ✓ The benefits of extensive experience in public, private and community sectors.

### Anti-Discrimination, Harassment and Bullying

*Essential information for everyone in the workplace*

#### At the end of this course participants will have a working knowledge of:

- ✓ How the NT Anti-Discrimination Act affects them and/or their organisation
- ✓ The functions of the NT Anti-Discrimination Commission including enquiry and complaint handling procedures
- ✓ The difference between harassment, bullying and acceptable behaviour
- ✓ Employees' rights, responsibilities, support mechanisms and grievance procedures

#### Dates

**Darwin:** Tue 25 Aug, Wed 4 Nov

**Alice Springs:** Thur 24 Sept, Wed 2 Dec

**Katherine:** Wed 14 Oct, Tue 10 Nov

**Cost:** \$110 (including GST)

#### Includes:

Course materials & light refreshments

### Preventing Harassment and Bullying For Managers and Supervisors

*Creating safe and healthy workplaces*

#### At the end of this course managers and supervisors will be able to:

- ✓ Identify the differences between harassment, bullying and unacceptable behaviour and what the law says about harassment
- ✓ Develop strategies to manage unacceptable behaviour
- ✓ Examine organisational cost implications of failing to act
- ✓ Take appropriate managerial action to prevent unacceptable behaviours in the workplace

#### Dates

**Darwin:** Wed 26 Aug, Thur 5 Nov

**Alice Springs:** Thur 24 Sept, Wed 2 Dec

**Katherine:** Thur 15 Oct, Wed 11 Nov

**Cost:** \$110 (including GST)

#### Includes:

Course materials & light refreshments

**NEW**

## **Crossing the Line Sexual Harassment in 2009!**

*An entertaining discussion about sex, boundaries, camaraderie & the law in the workplace*

### **This workshop will explore:**

- ✓ What is sexual harassment?
- ✓ Is it different in 2009?
- ✓ The blurring lines between work colleagues and friends
- ✓ Who says it is sexual harassment? You or them?

### **Date**

**Darwin:** Tue 15 Sept

### **Cost:**

**\$110 (including GST)**

### **Includes:**

**Course materials & light refreshments**

## **Skills Training For Contact Officers**

*Supporting workers with a grievance*

### **This course will assist participants to:**

- ✓ Perform the role of the contact officer
- ✓ Conduct respectful interviews
- ✓ Advise staff on their rights, responsibilities and the grievance procedure
- ✓ Provide support to workers with a grievance

### **Dates**

**Darwin:** Wed 30 Sept

### **Cost:**

**\$220 (including GST)**

### **Includes:**

**Course materials & lunch**

## **Planned Regional Visits**

The ADC is committed to visiting regional and remote areas and working together to establish a fair and inclusive community for all Territorians.

Specialised training programs are currently being delivered to meet the specific needs of community services, community organisations, businesses, industry and government, ethnic communities and Aboriginal communities.

Please feel free to contact Ms Surya Silva, Director Public Education & Training, on **8999 1444** for information about programs for your organisation.

Alice Springs: Programs available in September and December or by request

Katherine: Programs available in October and November or by request

Tennant Creek: Programs available throughout the year by request

Nhulunbuy: Programs available throughout the year by request

# Registration Form (July - December 2009)

Name of Course	Date	Time	Location	Please tick
<b><i>Anti-Discrimination, Harassment and Bullying</i></b> Cost: \$110 (including GST)	25 Aug	9.00am – 11.30am	Darwin	<input type="checkbox"/>
	04 Nov	9.00am – 11.30am	Darwin	<input type="checkbox"/>
	24 Sept	9.00am – 11.30am	Alice Springs	<input type="checkbox"/>
	02 Dec	9.00am – 11.30am	Alice Springs	<input type="checkbox"/>
	14 Oct	1.30pm – 4.00pm	Katherine	<input type="checkbox"/>
	10 Nov	1.30pm – 4.00pm	Katherine	<input type="checkbox"/>
<b><i>Preventing Harassment &amp; Bullying for Managers &amp; Supervisors</i></b> Cost: \$110 (including GST)	26 Aug	9.00am – 12.00pm	Darwin	<input type="checkbox"/>
	05 Nov	9.00am – 12.00pm	Darwin	<input type="checkbox"/>
	24 Sep	1.00pm – 4.00pm	Alice Springs	<input type="checkbox"/>
	02 Dec	1.00pm – 4.00pm	Alice Springs	<input type="checkbox"/>
	15 Oct	9.00am – 12.00pm	Katherine	<input type="checkbox"/>
	11 Nov	9.00am – 12.00pm	Katherine	<input type="checkbox"/>
<b><i>Crossing the Line – Sexual Harassment in 2009!</i></b> Cost: \$110 (including GST)	15 Sep	9.00am – 11.00am	Darwin	<input type="checkbox"/>
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<b><i>Skills Training for Contact Officers</i></b> Cost: \$220 (including GST)	30 Sep	9.00am – 4.00pm	Darwin	<input type="checkbox"/>

## Your details

Name: (Please print clearly) \_\_\_\_\_  
 Employer/organisation: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Address for invoice: \_\_\_\_\_  
 Contact Person (C/P) for approval to attend: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Purchase Order Number: \_\_\_\_\_  
 Signature of Approving Contact Person: \_\_\_\_\_

## Payment - All prices are GST inclusive

Invoices will be sent out after training has been conducted. Please **DO NOT** send cheques with registration.

## Cancellation Policy

One week's notice must be given for cancellation. Cancellations without due notice still incur a course fee. The Commission reserves the right to cancel in certain circumstances and notice will be provided.