



# Northern Territory Anti-Discrimination Commission

## Training Program January – June 2012

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

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 and supervisors, including equal opportunity in recruitment
- ✓ Refresher training programs as required
- ✓ Assistance in designing and/or reviewing equal opportunity or anti-discrimination policies
- ✓ The benefits of extensive experience in public, private and community sectors

### Anti-Discrimination, Harassment and Bullying:

#### *Your Rights - Your Responsibilities*

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

- ✓ How the NT Anti-Discrimination Act affects you and/or your organisation, including the provision of goods and services to customers
- ✓ 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:** Wed 14 Mar, Wed 16 May

**Alice Springs:** Tues 20 Mar, Tues 19 June

**Katherine:** Tues 17 April

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

**Includes:** Course materials & light refreshments

### Preventing Harassment and Bullying for Managers and Supervisors

#### *Creating safe and appropriate 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
- ✓ Discuss roles and responsibilities of supervisors and managers
- ✓ Develop strategies to manage unacceptable behaviour
- ✓ Take appropriate managerial action to prevent unacceptable behaviours in the workplace

#### Dates

**Darwin:** Thur 15 Mar, Thur 17 May

**Alice Springs:** Tues 20 Mar, Tues 19 June

**Katherine:** Wed 18 April

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

**Includes:** Course materials & light refreshments

## Crossing the Line: Sexual Harassment in Today's Workplace

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

### This workshop will explore:

- ✓ What is and is not sexual harassment?
- ✓ Is it different in 2011?
- ✓ The blurring lines between work colleagues and friends
- ✓ Who says it is sexual harassment? You or them?

### Date

**Darwin:** Mon 23 Apr

### Cost:

**\$110 (including GST)**

**Includes:** Course materials & light refreshments

## Contact Officers: Roles and Responsibilities

*Contact Officers are often the first point of contact for workers with a grievance*

### This course will assist participants to:

- ✓ Perform the important role of being a contact officer in accordance with their organisation's policies
- ✓ Provide support and information to workers with a grievance
- ✓ Conduct respectful interviews
- ✓ Advise staff on their rights, responsibilities and grievance procedure/s available to them

### Date

**Darwin:** Thur 01 Mar

**Alice Springs** Wed 21 Mar

### Cost:

**\$220 (including GST)**

**Includes:** Course materials & lunch

## Recruitment and Selection of Staff

*Good practice, good staff, good business*

### This workshop will explore:

- ✓ Employer responsibilities under the Anti-Discrimination Act
- ✓ What the Act says about preventing discrimination in recruitment and selection
- ✓ How to ensure position descriptions and job applications meet the requirements under the Act
- ✓ What type of questions can/cannot be asked

### Date

**Darwin:** Tues 24 April

### Cost:

**\$110 (including GST)**

**Includes:** Course materials & light refreshments

## Train the Trainer

*For staff within organisations to present programs on Anti-Discrimination best practice in your own workplace*

### This course will assist participants to:

- ✓ Have a working knowledge of the NT *Anti-Discrimination Act*
- ✓ Include the concepts of fair, reasonable and respectful behaviour in your programs
- ✓ Have a working knowledge of equality of opportunity and how it applies to staff
- ✓ Present programs on anti-discrimination and harassment in your workplace according to the organisational policies of where you work

### Date

**Darwin:** Mon 21 May

**Contact the Commission for more information, pre-requisites and cost**

## 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 that meet the specific need of your organisation.

Alice Springs: Programs available in March June and/or by request.

Katherine: Programs available in April and/or by request.

Tennant Creek: Programs available throughout the year by request.

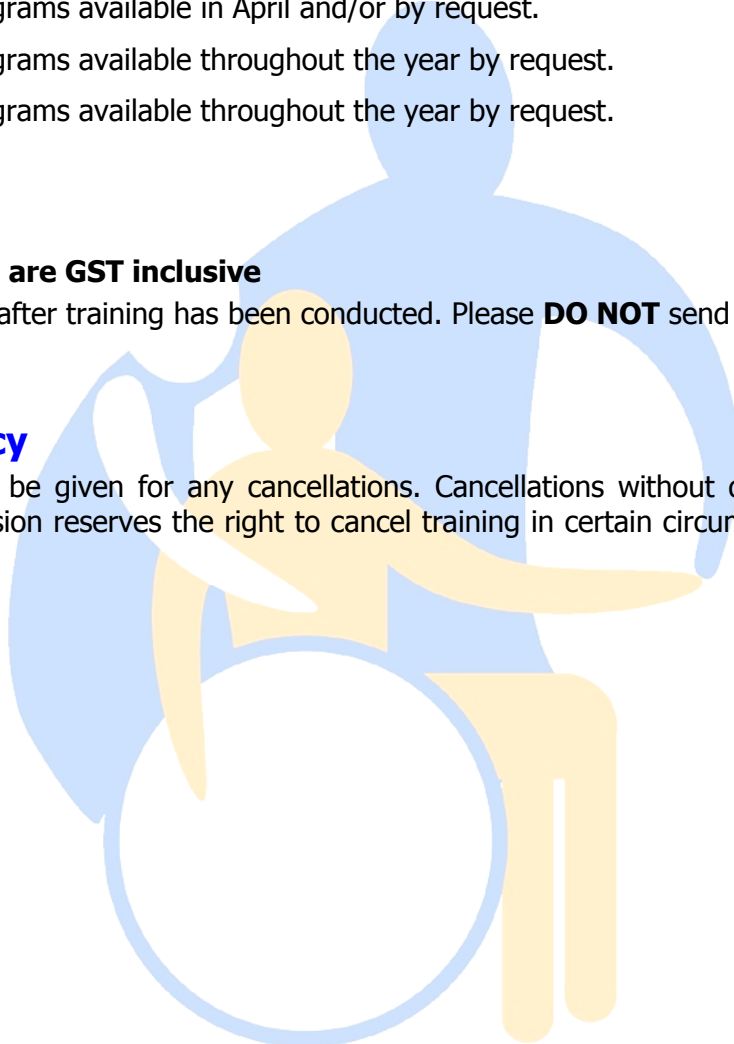
Nhulunbuy: Programs available throughout the year by request.

## 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 any cancellations. Cancellations without due notice will still incur a course fee. The Commission reserves the right to cancel training in certain circumstances and notice will be provided.



# Registration Form (Jan-June 2012)

Name of Course	Date	Time	Location	Please tick
<b><i>Anti-Discrimination, Harassment and Bullying</i></b>				
Cost: \$110 (including GST)	14 Mar	9.00am – 11.30am	Darwin	<input type="checkbox"/>
	20 Mar	9.00am – 11.30am	Alice Springs	<input type="checkbox"/>
	17 April	1.30pm – 4.00pm	Katherine	<input type="checkbox"/>
	16 May	9.00am – 11.30am	Darwin	<input type="checkbox"/>
	19 June	9.00am – 11.30am	Alice Springs	<input type="checkbox"/>
<b><i>Preventing Harassment and Bullying for Managers and Supervisors</i></b>				
Cost: \$110 (including GST)	15 Mar	9.00am – 12.00pm	Darwin	<input type="checkbox"/>
	20 Mar	1.00pm – 4.00pm	Alice Springs	<input type="checkbox"/>
	18 April	9.00am – 12.00pm	Katherine	<input type="checkbox"/>
	17 May	9.00am – 12.00pm	Darwin	<input type="checkbox"/>
	19 June	1.00pm – 4.00pm -	Alice Springs	<input type="checkbox"/>
<b><i>Crossing the Line: Sexual Harassment in Today's Workplace</i></b>				
Cost: \$110 (including GST)	23 April	9.00am – 11.00am	Darwin	<input type="checkbox"/>
<b><i>Contact Officers: Roles and Responsibilities</i></b>				
Cost: \$220 (including GST)	01 Mar	9.00am – 4.00pm	Darwin	<input type="checkbox"/>
	21 Mar	9.00am – 4.00pm	Alice Springs	<input type="checkbox"/>
<b><i>Recruitment and Selection of Staff</i></b>				
Cost: \$110 (including GST)	24 April	9.00 - 11.00am	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: \_\_\_\_\_

## Anti-Discrimination Commission:

LMB 22, GPO, Darwin NT 0801  
 Floor 7, 9-11 Cavenagh Street Darwin NT 0800  
 Telephone: 08 89991444 Fax: 08 89813812