

Apprentice Supervisor Program

EDUCATION AND TRAINING

FREE WORKSHOP



Workshop Overview

The development of effective workplace relationships between supervisors and apprentices is paramount, whether we are referring to Generation X, Y or Z or ‘master and apprentice’ – understanding roles and responsibilities is certainly a move in the right direction.

The workshop will cover:

- Roles and responsibilities of supervisors in relation to apprentices
- Difference between bullying, harassment and discrimination
- Competency based pay progression and early completion procedures
- Dispute resolution procedures around apprenticeships
- Basic techniques for coaching, mentoring and assessing
- Effective workplace training strategies for apprentices
- Key strategies for the selection and recruitment of apprentices

Participants will also receive information on the legislation and formal procedures surrounding apprenticeships.

Who Should Attend?

This workshop will suit frontline supervisors, team leaders and tradespeople to help lead and manage apprentices under their supervision.

Free Workshop

DATES & VENUES

31 August 2010

Merrylands

The Holroyd Centre
17 Miller Street
Merrylands NSW 2160

Registration: 8.15 am

Workshop:
8.30am – 12.30pm

16 September 2010

Wollongong

Sovereign Inn
111 Princes Highway
Figtree NSW 2525

Registration: 8.15am

Workshop:
8.30am – 12.30pm

22 September 2010

Newcastle

Australian Industry Group
Level 4 ANZ Bank Chambers
16A Bolton Street
Newcastle NSW 2300

Registration: 8.15am

Workshop:
8.30am – 12.30pm

Apprentice Supervisor Program

EDUCATION AND TRAINING

FREE WORKSHOP



REGISTER NOW FOR THE APPRENTICE SUPERVISOR WORKSHOP

31 August - Merrylands

16 September - Wollongong

22 September – Newcastle

Company Details

Company Name:

Member Number (if applicable):

Address:

Suburb:

Postcode:

Contact Name:

Phone:

Fax:

Email:

Participant Details*

First Name:

Surname:

First Name:

Surname:

First Name:

Surname:

* Places may be limited based on demand

Authorising Officer Name (Please Print):

Authorising Officer Signature:

Please return to: Mary Tiller
Australian Industry Group
51 Walker St,
North Sydney 2060 NSW

Fax: 02 9466 5432

Email: mary.tiller@aigroup.asn.au

If you do not receive a confirmation of registration, or have further enquires, please contact Gail Silman or Milton Owen on (02) 9466 5566 prior to attending.

Privacy Policy – The Australian Industry Group is bound by the National Privacy Principles under the Privacy Amendment (Private Sector) Act 2000. The personal information disclosed by you to us will be used for the purpose of identifying you and confirming your participation. If applicable, financial information disclosed by you will be used only for the purposes of effecting the transaction to which it relates, and will be kept securely until legally able to be deleted. Otherwise, the personal information disclosed will be used by us to communicate with you about our products and services. If you do not want to receive communications from us about products or services unrelated to this transaction, please inform the contact specified on this form. Details of our Privacy Policy are available from the contact specified on this form.



Apprentice Supervisor Program

EDUCATION AND TRAINING

FREE WORKSHOP



Workshop Overview

The development of effective workplace relationships between supervisors and apprentices is paramount, whether we are referring to Generation X, Y or Z or 'master and apprentice' – understanding roles and responsibilities is certainly a move in the right direction.

The workshop will cover:

- Roles and responsibilities of supervisors in relation to apprentices
- Difference between bullying, harassment and discrimination
- Competency based pay progression and early completion procedures
- Dispute resolution procedures around apprenticeships
- Basic techniques for coaching, mentoring and assessing
- Effective workplace training strategies for apprentices
- Key strategies for the selection and recruitment of apprentices

Participants will also receive information on the legislation and formal procedures surrounding apprenticeships.

Who Should Attend?

This workshop will suit frontline supervisors, team leaders and tradespeople to help lead and manage apprentices under their supervision.

Free Workshop

DATES & VENUES

3 August 2010

Wollongbar TAFE Campus
Room AG.08
Sneaths Road
Wollongbar NSW 2477

Registration: 8.15 am

Workshop:
8.30am – 12.30pm

4 August 2010

Lismore TAFE Campus
Room AG.06 – Aunty Fay Room
Conway Street
Lismore NSW 2480

Registration: 8.15am

Workshop:
8.30am – 12.30pm

5 August 2010

Kingscliff TAFE Campus
Room AG.29
Cudgen Road
Kingscliff NSW 2487

Registration: 8.15am

Workshop:
8.30am – 12.30pm



Apprentice Supervisor Program

EDUCATION AND TRAINING

FREE WORKSHOP



REGISTER NOW FOR THE APPRENTICE SUPERVISOR WORKSHOP

3 August – Wollongbar NSW

4 August - Lismore NSW

5 August – Kingscliff NSW

Company Details

Company Name:

Member Number (if applicable):

Address:

Suburb:

Postcode:

Contact Name:

Phone:

Fax:

Email:

Participant Details*

First Name:

Surname:

First Name:

Surname:

First Name:

Surname:

* Places may be limited based on demand

Authorising Officer Name (Please Print):

Authorising Officer Signature:

Please return to: Mary Tiller
Australian Industry Group
51 Walker St,
North Sydney 2060 NSW

Fax: 02 9466 5432

Email: mary.tiller@aigroup.asn.au

If you do not receive a confirmation of registration, or have further enquires, please contact Gail Silman or Milton Owen on (02) 9466 5566 prior to attending.

Privacy Policy – The Australian Industry Group is bound by the National Privacy Principles under the Privacy Amendment (Private Sector) Act 2000. The personal information disclosed by you to us will be used for the purpose of identifying you and confirming your participation. If applicable, financial information disclosed by you will be used only for the purposes of effecting the transaction to which it relates, and will be kept securely until legally able to be deleted. Otherwise, the personal information disclosed will be used by us to communicate with you about our products and services. If you do not want to receive communications from us about products or services unrelated to this transaction, please inform the contact specified on this form. Details of our Privacy Policy are available from the contact specified on this form.

