

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 trades people to help lead and manage apprentices under their supervision.

Free Workshop (lunch provided)

DATES & VENUES

Tuesday 31 August 2010	Thursday 2 September 2010	Tuesday 7 September 2010	Wednesday 8 September 2010	Tuesday 14 September 2010	Thursday 16 September 2010
Melbourne	Ballarat	Dandenong	Echuca	Sunshine	Wodonga
Ai Group Ground Floor 20 Queens Road	Ballarat University SMB campus (Room TBC)	Chisholm TAFE Dandenong campus (Room TBC)	Bendigo Regional Institute of TAFE (Room TBC)	Victoria University Sunshine campus (Room TBC)	Wodonga Institute of TAFE (Room TBC)
Registration: 8.45am	Registration: 8.45am	Registration: 8.45am	Registration: 8.45am	Registration: 8.45am	Registration: 8.45am
Workshop: 9.00am – 3.30pm	Workshop: 9.00am – 3.30pm	Workshop: 9.00am – 3.30pm	Workshop: 9.00am – 3.30pm	Workshop: 9.00am – 3.30pm	Workshop: 9.00am – 3.30pm

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REGISTER NOW FOR THE APPRENTICE SUPERVISOR WORKSHOP

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 Wednesday 8 September - Echuca Tuesday 14 September - Sunshine Thursday 16 September - Wodonga

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:

Authorising Officer Name (Please Print):

Authorising Officer Signature:

Please return to: Anna-Maria Socci
Australian Industry Group
PO Box 7622, Melbourne VIC 8004

Fax: 03 9867 0195
Email: anna-maria.socci@aigroup.asn.au

If you do not receive a confirmation of registration please contact Anna-Maria Socci on (03) 9867 0202 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. 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 above contact. Details of our Privacy Policy are available from the contact specified on this form.