

Training Calendar

SOUTH AUSTRALIA

2010 - MODERN AWARD AND NATIONAL EMPLOYMENT STANDARDS CLINICS

Ai Group will be offering a suite of practical clinics to assist employers understand the new modern awards and the National Employment Standards (NES) that will apply in their workplaces from 1 January 2010.

Each clinic will explore the key provisions of the new modern award for the industry, including what transitional arrangements will apply as well as the main occupational modern awards covering clerical and sales staff. For further information on a modern award clinic to suit your needs call 08 8300 0136

DISCRIMINATION, HARASSMENT AND BULLYING AWARENESS FOR EMPLOYEES ONLINE

Over 2,500 participants have completed the Ai Group EEO for employees online training program. *Why so popular?*

- Greater flexibility in delivery – learning is self-paced
- Cost savings – no need for overtime
- Better utilisation of production downtime
- Faster roll-out – engage large numbers of employees at the same time
- Standardised training – great for induction

For more information and the opportunity to view our live demonstration please contact Terri Nation: terri.nation@aigroup.asn.au or phone 08 8300 0136

January - June 2010

Ai Group offers training that responds to the demand from our members for instructive courses designed to take the “complexity out of compliance”, that build their leadership capability through interactive professional development programs and support their business development objectives in a competitive business market.

Training programs can be conducted at Ai Group sites, on your premises or at a venue of your choice.

We can customise training to suit your requirements and develop new programs specifically designed to meet your workforce development strategy.

- Workplace Relations
- Professional Development
- Safety and Workers' Compensation
- Environment and Energy
- Business Development

TRAINING TIMES *(unless otherwise stated)*

Full day 9 am – 4.30 pm

Half day 9 am – 12.30 pm

COURSE LOCATION *(unless otherwise stated)*

136 Greenhill Road, Unley SA 5061



SOUTH AUSTRALIA Training Calendar

COURSE NAME	DAYS	MEMBER	NON MEMBER	JAN	FEB	MAR	APR	MAY	JUN
EMPLOYMENT LAW AND YOUR OBLIGATIONS									
Fair Work – Termination of Employment, Performance Management and Redundancy	1	\$374	\$429		4				9
Fair Work Essentials for HR/Payroll	0.5	\$253	\$308			2		20	
Employment Law for Managers and Supervisors	1	\$374	\$429				14		
EQUAL EMPLOYMENT OPPORTUNITY (EEO)									
Discrimination, Harassment and Bullying Awareness for Supervisors and Managers	0.5	\$253	\$308		10				
Skills for Discrimination and Harassment Contact Officers	5 hrs	\$297	\$341			12			
Investigating Discrimination and Harassment Complaints	0.5	\$253	\$308				28		
Discrimination, Harassment and Bullying Awareness for Employees	Available online or on-site in your workplace. For enquiries please call 08 8300 0136								
WORKPLACE RELATIONS									
Enterprise Agreements – Management Planning and Strategies	Tailored programs conducted on-site. For enquiries please call 08 8300 0136								
Effective Consultative Committees in the Fair Work Environment	Tailored programs conducted on-site. For enquiries please call 08 8300 0136								
Managing Absenteeism and Leave Under Fair Work	1	\$374	\$429		18				
PROFESSIONAL DEVELOPMENT									
Introduction to Supervision	2	\$693	\$935		23,24				
Assertive Behaviour, Conflict Resolution and Negotiation	2	\$693	\$935					13,14	
OCCUPATIONAL HEALTH AND SAFETY									
Safety Training for Managers and Supervisors	1	\$352	\$407			17			
Workplace OHS for Managers and Supervisors (BSBOHS407 Monitor a Safe Workplace is a core unit from BSB40807 Certificate IV in Frontline Management)	2	\$668	\$910						3,4
ENVIRONMENT AND ENERGY									
Environmental Management 101	0.5	\$308	\$418		25				
Managing Environmental Obligations	1	\$473	\$572					19	
BUSINESS DEVELOPMENT									
Professional Selling Skills	1	\$484	\$594			23			
Successful Quoting and Tendering Techniques	2	\$814	\$924					3,4	
Commercial Contracts and Risk Management	1	\$484	\$594					27	

For your convenience, all of these programs can be tailored to suit your particular needs, and can be run on-site during or outside normal working hours.

All advertised course prices are GST inclusive where applicable. Prices include course materials and refreshments.

Register online at www.aigroup.com.au or contact Ai Group for a registration form:

Terri Nation
Ai Group, 136 Greenhill Road, Unley SA 5061 | Tel 08 8300 0136 | Fax 08 8300 0134 | Email: terri.nation@aiigroup.asn.au

Cancellation Policy – Registration may be cancelled up to 5 working days prior to commencement of the course, with participants either transferring to another course or receiving a full refund. If no cancellation notice is received or cancellation is made less than 5 working days prior to commencement of the course, no refund will be issued. You may substitute another participant at any time prior to the course commencement date should the nominated person be unable to attend. Ai Group reserves the right to cancel or postpone a course to an alternative date. All registered participants affected by such changes will receive a full refund or be offered the opportunity to transfer to the next available course program. **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. AIG8158