

Training Calendar

QUEENSLAND

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

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.

We are also flexible in terms of when the training is conducted.



QUEENSLAND Training Calendar

WORKPLACE RELATIONS

The *Fair Work Act 2009* has brought about significant changes to the workplace relations system. Ai Group has developed new training programs that reflect this changed environment.

So whether it is Employment Law, Equal Employment Opportunity or Workplace Relations - you can be assured that you will receive the most relevant training available.

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		2			17	
Fair Work Essentials for HR/Payroll	0.5	\$253	\$308		9		19		
Employment Law for Managers and Supervisors	1	\$374	\$429			2			
Employment Law for HR Managers and Advisors	1	\$374	\$429					18	
EQUAL EMPLOYMENT OPPORTUNITY (EEO)									
Discrimination, Harassment and Bullying Awareness for Supervisors and Managers	0.5	\$253	\$308			11			1
Skills for Discrimination and Harassment Contact Officers	5 hrs	\$297	\$341			23			25
Investigating Discrimination and Harassment Complaints	0.5	\$253	\$308					26	
Discrimination, Harassment and Bullying Awareness for Employees	Available online or on-site in your workplace. For enquiries please call 07 3244 1725								
Discrimination, Harassment and Bullying Awareness for Senior Executives	Tailored executive briefings conducted on-site. For enquiries please call 07 3244 1725								
WORKPLACE RELATIONS									
Fair Work - Enterprise Bargaining and Skills for Consultative Committees	1	\$374	\$429		22				
Enterprise Agreements – Management Planning and Strategies	Tailored programs conducted on-site. For enquiries please call 07 3244 1725								
Effective Consultative Committees in the Fair Work Environment	Tailored programs conducted on-site. For enquiries please call 07 3244 1725								
Managing Absenteeism and Leave Under Fair Work	1	\$374	\$429				23		24

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.

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. The series offered will include clinics on the *Food, Beverage & Tobacco Industry Award, the Manufacturing and Associated Industries and Occupations Award, Building and Construction General Award and Graphic Arts, Printing and Publishing Award.*

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.

To accommodate the needs of participants who may already have attended a separate program on the NES – participants will also have the option of registering for a half day program only on the modern awards. For further information on a modern award clinic to suit your needs call 07 3244 1725.

QUEENSLAND Training Calendar

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?*


EEO online provides:

- Greater flexibility in delivery – learning is self-paced and can be easily incorporated into an employee's normal working day.
- Cost savings – no need for overtime – face-to-face training often has to be delivered outside normal working hours to minimize the impact on productivity.
- Better utilisation of production downtime - can very quickly become productive training time.
- Faster roll-out – with consistency of message and the opportunity to engage large numbers of employees at the same time.
- Standardised training – great for induction of new staff.

**For more information and the opportunity to view our live demonstration please contact Fiona Green:
fiona.green@aigroup.asn.au or phone 03 9867 0276**


PROFESSIONAL DEVELOPMENT

Ai Group understands the unique challenges faced by team leaders and supervisors. Our Professional Development Series provides an ideal training selection from introduction to supervision to project management, continuous improvement and high performance teams. As well as attending our interactive workshop sessions participants have the option of undertaking assessment and work towards achieving the Certificate IV in Frontline Management *.

COURSE NAME	DAYS	MEMBER	NON MEMBER	JAN	FEB	MAR	APR	MAY	JUN
LEADERSHIP AND MANAGEMENT SERIES									
Introduction to Supervision	2	\$693	\$935			25,26			2,3
High Performance Teams*	2	\$693	\$935			8,9			
Assertive Behaviour, Conflict Resolution and Negotiation*	2	\$693	\$935				20,21		
Project Management for Supervisors	1	\$374	\$429					31	
Problem Solving and Continuous Improvement in a Competitive Environment	2	\$693	\$935						21,22
Certificate IV in Frontline Management BSB40807	 Tailored programs conducted on-site. For enquiries please call 07 3244 1725								

TRAINING AND DEVELOPMENT SERIES

The Certificate IV in Training and Assessment is now available to be delivered in your workplace. You are able to select the full program or single units of competency, depending on your business demands. Alternatively register for Train Small Groups in the Workplace – perfect for developing your training skills or Workplace Assessor which when completed along with our How to Successfully Implement Competency Standards qualifies you as a registered industry assessor **.



Certificate IV in Training and Assessment TAA40104	 Tailored programs conducted on-site. For enquiries please call 07 3244 1725								
Train Small Groups in the Workplace Incorporating Units: TAADEL301C Provide training through instruction and demonstration of work skills	2	\$550	\$760					11,12	
Workplace Assessor Incorporating Units: TAAASS401C Plan and organise assessment** TAAASS402C Assess competence** TAAASS404B Participate in assessment validation** TAAASS403B Develop assessment tools	3	\$670	\$850			17,18,19			
How to Successfully Implement Competency Standards	1	\$374	\$429					19	

On-site Training – Our delivery model is flexible, whether it is workshops, recognition of prior learning, workgroups or one on one meetings, Ai Group is able to develop a program best suited to the needs of both individual participants and the organisation.

QUEENSLAND Training Calendar

SAFETY AND WORKERS' COMPENSATION

Ai Group's safety training programs are delivered by highly skilled and experienced advisers ensuring a practical approach to legislative compliance and improvements in safety performance.

COURSE NAME	DAYS	MEMBER	NON MEMBER	JAN	FEB	MAR	APR	MAY	JUN
SAFETY COMPLIANCE AND PERFORMANCE IMPROVEMENT PROGRAMS									
Safety Representatives Course in Functioning as a Workplace Health & Safety Representative 30630QLD		3	\$680	\$895			3,4,5	5,6,7	
Workplace Health and Safety Course in Functioning as a Workplace Health & Safety Officer 30596QLD		5	\$990	\$1,247		15,16, 17,18,19	12,13, 14,15,16		7,8, 9,10,11
Workplace Health and Safety Elective Industrial		3	\$680	\$895	27,28,29		29,30,31		19,20,21
Workplace Health and Safety Elective Service		2	\$580	\$752		3,4			24,25
Workplace Health and Safety Course in Recertification to Function as a Workplace Health and Safety Officer 30523QLD		2	\$580	\$752		23,24			13,14
Safety Training for Managers and Supervisors		1	\$352	\$407					23
Workplace OHS for Managers and Supervisors (BSBOH5407 Monitor a Safe Workplace is a core unit from BSB40807 Certificate IV in Frontline Management)		2	\$668	\$910			12,24		

Here at Ai Group, we believe that no two organisations are identical – that's why we offer a range of programs tailored to the specific needs of your organisation. We can even arrange a site visit or assessment by one of our advisers to ensure your policies, procedures and workplace practices are incorporated into the training program. All of our public programs can also be delivered on your site. Listed below are just a few of our other popular training programs that are tailored for on-site delivery. These include, but are not limited to the following:

[Cooling Tower /
Legionella Management](#)
[Asbestos Awareness](#)
[Manual Handling](#)
[Chemicals Management](#)
[Due Dilligence](#)

[Establishing Effective
Committees](#)
[Incident Investigation](#)
[Safeguarding of Machinery](#)
[Safety Management Systems](#)
[Safety Training for Employees](#)

[Dangerous Goods and Hazardous
Substances](#)
[Fatigue Management](#)
[Contractors Risk Management](#)
[Risk Management](#)
[Ergonomics](#)

WORKERS' COMPENSATION TRAINING

Workers' Compensation legislation creates a number of compliance requirements for employers which must be met. Beyond compliance, effective management of Workers' Compensation can achieve significant savings for your business. These programs outline compliance obligations for employers (such as the requirement for Return to Work Coordinators to attend training), and the various benefits of compliance and good practice.

Rehabilitation and Return to Work Coordinator Course in Functioning as a Rehabilitation and Return to Work Coordinator 30782QLD		3	\$680	\$895		10,11,12	28,29,30		16,17,18
Rehabilitation and Return to Work Coordinator Recertification		1	\$352	\$407			15	4	
Return to Work Conversion Course – VIC		0.5	\$187	\$231					15
Return to Work Conversion Course – NSW		0.5	\$187	\$231					15 (PM)
Multi-State: All you need to know about Workers' Compensation (NSW, QLD, SA and VIC)		1	\$352	\$407			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.

QUEENSLAND Training Calendar

ENVIRONMENT AND ENERGY

Why do you need to act? Where does climate change fit in your current practices and systems? What do you need to do? Understanding current environmental issues and how they relate to your business can be quite difficult – especially with all the state and national environmental regulations in place. Ai Group offers several programs which offer practical advice and information which will help you meet your environmental obligations and ensure your workplace is climate ready, including on-site training.

COURSE NAME	DAYS	MEMBER	NON MEMBER	JAN	FEB	MAR	APR	MAY	JUN
Environmental Management 101	0.5	\$308	\$418		8				4
Managing Environmental Obligations	1	\$473	\$572			22			

BUSINESS DEVELOPMENT

Learn from the best at our Business Development courses. These courses cover a wide range of business management issues, with the aim of helping to enhance your company's position in the global business environment and its long term competitiveness. There is a particular emphasis on strategic operational management, successful sales and tendering techniques, and commercial risk management. Delivered by high level industry experts, our interactive and practical format helps you actively solve business problems and identify new opportunities. We strongly encourage you and your staff to take advantage of this valuable program of courses.

COURSE NAME	DAYS	MEMBER	NON MEMBER	JAN	FEB	MAR	APR	MAY	JUN
BUSINESS DEVELOPMENT SERIES									
Professional Selling Skills	1	\$484	\$594			16			
Successful Quoting and Tendering Techniques	2	\$814	\$924					27,28	
Commercial Contracts and Risk Management	1	\$484	\$594			10			
OPERATIONS AND QUALITY MANAGEMENT SERIES									
Production Planning and Shop Floor Control	1	\$484	\$594		26				
Procurement and Contracts in the Construction Industry	1	\$484	\$594						23
Cost Recovery Techniques: Labour and Overhead Rates	1	\$484	\$594				22		

TRADE AND EXPORT DEVELOPMENT

Whether you're new to the game or just want to brush up on your knowledge – the world of importing/exporting comes with its fair share of challenges. Ai Group's courses help you discover the foundations of sound business planning, marketing, supply and logistics management for industry; and the associated administrative issues that are integral to successful trade and exporting.

COURSE NAME	DAYS	MEMBER	NON MEMBER	JAN	FEB	MAR	APR	MAY	JUN
TradeDocs – Letters of Credit and Export Documentation	1	\$363	\$418					10	

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

TRAINING TIMES (<i>unless otherwise stated</i>)	COURSE LOCATION
Full day 9 am – 4.30 pm Half day 9 am – 12.30 pm	202 Boundary Street, Spring Hill, Queensland, 4004

Register online www.aigroup.com.au

Ai Group Training Registration

Please complete and return your registration form to Ai Group

COURSE DETAILS

ABN: 76 369 958 788

COURSE TITLE

DATE COMMENCING

COMPANY DETAILS

Ai GROUP MEMBER NUMBER

NON MEMBER

COMPANY NAME

POSTAL ADDRESS

SUBURB

POSTCODE

COMPANY CONTACT

PHONE

FAX

EMAIL (CONFIRMATION WILL ONLY BE EMAILED)

PARTICIPANT DETAILS

FIRST NAME

SURNAME

POSITION

DIETARY REQUIREMENT

TELEPHONE / MOBILE

SECOND PARTICIPANT DETAILS

FIRST NAME

SURNAME

POSITION

DIETARY REQUIREMENT

TELEPHONE / MOBILE

PAYMENT DETAILS

PAYMENT MUST BE MADE AT TIME OF REGISTRATION

COST OF COURSE \$

AUTHORISING OFFICER SIGNATURE

POSITION

(Please authorise to enable Australian Industry Group to process your registration)

A CHEQUE TO THE AUSTRALIAN INDUSTRY GROUP IS ENCLOSED FOR \$

PLEASE CHARGE MY CREDIT CARD \$

MASTERCARD

VISA

AMERICAN EXPRESS

DINERS CARD

CARD NUMBER

EXPIRY

CARDHOLDER'S NAME

CARDHOLDER'S SIGNATURE

Register online www.aigroup.com.au or complete the registration form and fax or post to:

Workplace Relations | Professional Development
Business Development | Trade and Export Development

Safety | Workers' Compensation
Environment and Energy

Heather Bownds
Training and Events Coordinator
Ai Group, PO Box 128, Spring Hill QLD 4004
Tel 07 3244 1725 Fax 07 3244 1799
Email: heather.bownds@aigroup.asn.au

Leslie-Ann Butts
Training and Events Coordinator
Ai Group, PO Box 128, Spring Hill QLD 4004
Tel 07 3244 1739 Fax 07 3244 1796
Email: leslie.butts@aigroup.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.