

Training Calendar

VICTORIA

- **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.



VICTORIA 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		25			13	
Fair Work Essentials for HR/Payroll	0.5	\$253	\$308		11		16		
Employment Law for Managers and Supervisors	1	\$374	\$429			30			
Employment Law for HR Managers and Advisors	1	\$374	\$429					25	
EQUAL EMPLOYMENT OPPORTUNITY (EEO)									
Discrimination, Harassment and Bullying Awareness for Supervisors and Managers	0.5	\$253	\$308			17			24
Skills for Discrimination and Harassment Contact Officers	5 hrs	\$297	\$341			18			8
Investigating Discrimination and Harassment Complaints	0.5	\$253	\$308					27	
Discrimination, Harassment and Bullying Awareness for Employees	Available online or on-site in your workplace. For enquiries please call 03 9867 0276								
Discrimination, Harassment and Bullying Awareness for Senior Executives	Tailored executive briefings conducted on-site. For enquiries please call 03 9867 0276								
WORKPLACE RELATIONS									
Fair Work - Enterprise Bargaining and Skills for Consultative Committees	1	\$374	\$429		17				
Enterprise Agreements – Management Planning and Strategies	Tailored programs conducted on-site. For enquiries please call 03 9867 0276								
Effective Consultative Committees in the Fair Work Environment	Tailored programs conducted on-site. For enquiries please call 03 9867 0276								
Managing Absenteeism and Leave Under Fair Work	1	\$374	\$429				29		16

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 03 9867 0276.

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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			15,16			9,10
High Performance Teams*	2	\$693	\$935			3,4			
Assertive Behaviour, Conflict Resolution and Negotiation*	2	\$693	\$935				21,22		
Project Management for Supervisors	1	\$374	\$429					20	
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 03 9867 0276							

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 03 9867 0276							
Train Small Groups in the Workplace Incorporating Units: TAADEL301C Provide training through instruction and demonstration of work skills		2	\$550	\$760				3,4	
Workplace Assessor Incorporating Units: TAAASS401C Plan and organise assessment** TAAASS402C Assess competence** TAAASS404B Participate in assessment validation** TAAASS403B Develop assessment tools		3	\$670	\$850		24,25,30			
How to Successfully Implement Competency Standards		1	\$374	\$429			14		

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.

VICTORIA 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 improvement in safety performance.

COURSE NAME	DAYS	MEMBER	NON MEMBER	JAN	FEB	MAR	APR	MAY	JUN
SAFETY COMPLIANCE AND PERFORMANCE IMPROVEMENT PROGRAMS									
Course in Construction (OHS Induction) 21883VIC 	1	\$295	\$384			16		18	
Initial Level OHS Course for HSR's, Supervisors and Managers (VWA 5 Day Approved Program)	5	\$990	\$1247						
Program 1					2,9,16,23	2			
Program 2						3,10,17,24,31			
Program 3							13,20,27	4,11	
Program 4								6,13,20,27	3
Program 5									2,9,16,23,30
HSR's Refresher Training Program (VWA Approved Program)	1	\$352	\$407			25			22
Safety Training for Managers and Supervisors	1	\$352	\$407			30		19	
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					25,26	

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.

Role of the Return to Work Coordinator	2	\$682	\$902		17,25				
Return to Work Conversion Course – QLD	0.5	\$187	\$231					5	
Return to Work Conversion Course – NSW	0.5	\$187	\$231					5 (PM)	
Multi-State: All you need to know about Workers' Compensation (NSW, QLD, SA and VIC)	1	\$352	\$407						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.

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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		24				
Managing Environmental Obligations	1	\$473	\$572				28		

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			4			
Successful Quoting and Tendering Techniques	2	\$814	\$924				20,21		
Commercial Contracts and Risk Management	1	\$484	\$594		25				

OPERATIONS AND QUALITY MANAGEMENT SERIES

Inventory Control Techniques	1	\$484	\$594						21
Production Planning and Shop Floor Control	2	\$814	\$924					24,25	
Internal Audit Procedures for Compliance: Refresher Course	1	\$484	\$594						23
Cost Recovery Techniques: Labour and Overhead Rates	1	\$484	\$594			2			

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 'Express' – Letters of Credit and Export Documentation	0.5	\$242	\$297		23				
TradeDocs – Letters of Credit and Export Documentation	1	\$363	\$418						3

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

TRAINING TIMES (unless otherwise stated)	COURSE LOCATION
Full day 9 am – 4.30 pm Half day 9 am – 12.30 pm	20 Queens Road, Melbourne, 3004

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

Fiona Green
Training and Events Coordinator
Ai Group, PO Box 7622, Melbourne VIC 8004
Tel 03 9867 0276 Fax 03 9867 0122
Email: fiona.green@aigroup.asn.au

Safety | Workers' Compensation
Environment and Energy

Sarah McCormick
Training and Events Coordinator
Ai Group, PO Box 7622, Melbourne VIC 8004
Tel 03 9867 0224 Fax 03 9867 0122
Email: sarah.mccormick@aigroup.asn.au