

Training Calendar

ALBURY WODONGA RIVERINA REGION

YOUR TIME! YOUR PLACE! YOUR PEOPLE!

Ai Group is able to provide the full range of programs for delivery at your venue. The added value of this method of training is the opportunity to customise the program to your needs, incorporating your policies, processes, strategic plans, goals and objectives.

Not quite sure what you need? Or maybe the program you want isn't listed. Ai Group can assist; just call one of our Training and Event Coordinators for more information.

And, what do our members say?

When I send staff to Ai Group training seminars I am confident they will be trained by competent professional trainers that possess specialized knowledge in their subject area. Upon their return to work I find that staff that have attended these seminars readily apply the information.

Kon Archon

Human Resources Manager

MaxiTRANS Australia PTY LTD VIC

July - December 2010

Ai Group has developed a full range of training programs to suit our members. Added to this is the opportunity to register online through our interactive Shopping Cart which you will find at www.aigroup.com.au – booking your training is a couple of clicks away!

Looking for a training program that is not listed? Call your Training and Event Coordinator and let them know – whether it is related to Workplace Relations, Safety and Workers' Compensation, Environment and Energy, Trade and Export, Business Strategy or Professional Development – Ai Group is here to assist.

- **Workplace Relations**
- **Professional Development**
- **Safety and Workers' Compensation**

FOR GENERAL ENQUIRIES

Barbara McDonald

Regional Manager - Hume Riverina

260 David Street, Albury NSW 2641 | Tel 02 6021 5722 | Fax 02 6021 5117 | Email: barbara.mcdonald@aigroup.asn.au



AUSTRALIAN INDUSTRY GROUP

Training Calendar

LET US TAKE THE HASSLE OUT OF EMPLOYING APPRENTICES AND TRAINEES

Our Services...

AiGTS offer the following award winning administrative and management services:

- Apprentice/Trainee Advertising, Recruitment and Selection Services
- Apprentice/Trainee Counselling and Support
- Payroll and Administration on your behalf
- AiGTS designed Apprentice Handbook and Competency Progression Record Book
- Provide Mentoring and Guidance
- Monitor Work Performance



For further information: 1300 761 944 | www.aigts.com.au

WORKPLACE RELATIONS

COURSE NAME	DAYS	MEMBER	NON MEMBER	JUL	AUG	SEP	OCT	NOV	DEC
Fair Work Essentials for HR/Payroll	0.5	\$264	\$319					10	
Discrimination, Harassment and Bullying Awareness for Managers and Supervisors	0.5	\$264	\$319			9			
Skills for Discrimination and Harassment Contact Officers	5 hrs	\$319	\$385			23			
Discrimination, Harassment and Bullying Awareness for Employees	Available online or on-site in your workplace. For enquiries please call 02 9466 5546								
Enterprise Agreements – Management Planning and Strategies	Tailored programs conducted on-site. For enquiries please call 02 9466 5546								
Effective Consultative Committees	Tailored programs conducted on-site. For enquiries please call 02 9466 5546								
Managing Absenteeism and Leave	0.5	\$264	\$319				21		

PROFESSIONAL DEVELOPMENT

Introduction to Supervision	2	\$726	\$902				4,5		
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SAFETY AND WORKERS' COMPENSATION

Return to Work Conversion Course – NSW*	0.5	\$198	\$242			1 (AM)			
Return to Work Conversion Course – VIC*	0.5	\$198	\$242			1 (PM)			

Ai Group also offers the following training programs: Employment Law for Managers and Supervisors, Termination of Employment, Performance Management and Redundancy, Assertive Behaviour, Conflict Resolution and Negotiation, Safety Training for Employees and Managers, Manual Handling, Ergonomics, Dangerous Goods and Hazardous Substances - the full range of training programs is available by logging into www.aigroup.com.au

TRAINING TIMES (unless otherwise stated)	COURSE LOCATION
Full day 9.00 am – 4.30 pm Half day 9.00 am – 12.30 pm *Please note variation to times for these programs. AM/8.00 am start and PM/1.00 pm start	Adamshurst Reception and Function Centre 603 David Street, Albury NSW 2640 *260 David Street, Albury NSW 2641

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

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

Courtney Girdwood
Training and Events Coordinator
Ai Group, PO Box 289, North Sydney NSW 2059
Tel 02 9466 5546 Fax 02 9466 5432
Email: courtney.girdwood@aigroup.asn.au

Safety | Workers' Compensation
Environment and Energy

Mary Tiller
Training and Events Coordinator
Ai Group, PO Box 289, North Sydney NSW 2059
Tel 02 9466 5465 Fax 02 9466 5432
Email: mary.tiller@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. AIG8964