

# Training Calendar

## BALLARAT

### 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](http://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**
- **Environment and Energy**

### FOR GENERAL ENQUIRIES

Kay Macaulay

Regional Manager - Ballarat & Wimmera

1021 Sturt Street, Ballarat VIC 3350 | Tel 03 5331 7688 | Fax 03 5332 3858 | Email: [kay.macaulay@aigroup.asn.au](mailto:kay.macaulay@aigroup.asn.au)



AUSTRALIAN INDUSTRY GROUP

# BALLARAT Training Calendar

WORKPLACE RELATIONS									
COURSE NAME	DAYS	MEMBER	NON MEMBER	JUL	AUG	SEP	OCT	NOV	DEC
<b>EMPLOYMENT LAW AND YOUR OBLIGATIONS</b>									
Termination of Employment, Performance Management and Redundancy	1	\$396	\$484				12		
Fair Work Essentials for HR/Payroll	0.5	\$264	\$319			21			
Employment Law for Managers and Supervisors	1	\$396	\$484			16			
<b>EQUAL EMPLOYMENT OPPORTUNITY (EEO)</b>									
Skills for Discrimination and Harassment Contact Officers	5 hrs	\$319	\$385				20		
Discrimination, Harassment and Bullying Awareness for Employees	Available online or on-site in your workplace. For enquiries please call 03 9867 0276								
<b>WORKPLACE RELATIONS</b>									
Enterprise Agreements – Management Planning and Strategies	Tailored programs conducted on-site. For enquiries please call 03 9867 0276								
Effective Consultative Committees	Tailored programs conducted on-site. For enquiries please call 03 9867 0276								
Managing Absenteeism and Leave	0.5	\$264	\$319					11	
<b>PROFESSIONAL DEVELOPMENT</b>									
Introduction to Supervision	2	\$726	\$902		25,26				
<b>SAFETY AND WORKERS' COMPENSATION</b>									
Safety Training for Managers and Supervisors	1	\$363	\$451		25				
Initial Level OHS Course for HSR's, Supervisors and Managers (VWA 5 day approved program)	5	\$990	\$1230				1,8,15,22,29		
<b>ENVIRONMENT AND ENERGY</b>									
Practical Environmental Management - <b>NEW</b>	0.5	\$264	\$319				19		

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

TRAINING TIMES (unless otherwise stated)	COURSE LOCATION
<b>Full day</b> 9.00 am – 4.30 pm <b>Half day</b> 9.00 am – 12.30 pm (AM) 1.30 pm – 5.00 pm (PM)	<b>Best Community Development Centre</b> <b>28 Victoria Street, Ballarat VIC 3350</b>

Register online at [www.aigroup.com.au](http://www.aigroup.com.au) or contact Ai Group for a registration form:

Workplace Relations | Professional Development  
Business Strategy | 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](mailto:fiona.green@aigroup.asn.au)

Safety | Workers' Compensation  
Environment and Energy

Andrew Devlin  
Training and Events Coordinator  
Ai Group, PO Box 7622, Melbourne VIC 8004  
Tel 03 9867 0140 | Fax 03 9867 0122  
Email: [andrew.devlin@aigroup.asn.au](mailto:andrew.devlin@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. AIG8965