

Training Calendar

SOUTH AUSTRALIA

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?

Thanks for arranging this training. In summary it was great, very positive feedback from the team. They found it very enlightening, comprehensive and well structured to cater for all skill needs. Even after 6 hrs everyone was still very active and focused on learning as much as possible.

Nick Petrakis

Divisional Manager – Corporate Services

DENSO Automotive Systems 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**
- **Environment and Energy**

| TRAINING TIMES (unless otherwise stated) | COURSE LOCATION |
|--|-----------------------------------|
| Full day 9.00 am – 4.30 pm Half day 9.00 am – 12.30 pm (AM) 1.30 pm – 5.00 pm (PM) | 136 Greenhill Road, Unley SA 5061 |



SOUTH AUSTRALIA 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

| COURSE NAME | DAYS | MEMBER | NON MEMBER | JUL | AUG | SEP | OCT | NOV | DEC |
|--|---|--------|------------|-----|-------|-----|-----|---------|-----|
| EMPLOYMENT LAW AND YOUR OBLIGATIONS | | | | | | | | | |
| Termination of Employment, Performance Management and Redundancy | 1 | \$396 | \$484 | | 3 | | | | |
| Fair Work Essentials for HR/Payroll | 0.5 | \$264 | \$319 | | | | | 4 | |
| Employment Law for Managers and Supervisors | 1 | \$396 | \$484 | | | | 14 | | |
| EQUAL EMPLOYMENT OPPORTUNITY (EEO) | | | | | | | | | |
| Discrimination, Harassment and Bullying Awareness for Supervisors and Managers | 0.5 | \$264 | \$319 | | | | | | 7 |
| Skills for Discrimination and Harassment Contact Officers | 5 hrs | \$319 | \$385 | | | 16 | | | |
| 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 | Tailored programs conducted on-site. For enquiries please call 08 8300 0136 | | | | | | | | |
| Managing Absenteeism and Leave | 0.5 | \$264 | \$319 | | | | | 18 | |
| PROFESSIONAL DEVELOPMENT | | | | | | | | | |
| Introduction to Supervision | 2 | \$726 | \$902 | | 17,18 | | | | |
| OCCUPATIONAL HEALTH AND SAFETY | | | | | | | | | |
| Safety Training for Managers and Supervisors | 1 | \$363 | \$451 | 29 | | | | | |
| ENVIRONMENT AND ENERGY | | | | | | | | | |
| Compliance with Environmental Obligations - NEW | 0.5 | \$264 | \$319 | | | 9 | | | |
| Practical Environmental Management - NEW | 0.5 | \$264 | \$319 | | | | | 17 (AM) | |
| Developing, Implementing and Improving your EMS - NEW | 0.5 | \$264 | \$319 | | | | | 17 (PM) | |

All advertised course prices are GST inclusive. 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@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. AIG8849