



JANUARY – JUNE 2012 >> ALL STATES

ai AUSTRALIAN INDUSTRY GROUP

Training Calendar 2012

Our courses cover

- >> Employment Law and Your Obligations
- >> Discrimination, Harassment and Bullying Awareness
- >> Workplace Relations
- >> Safety Compliance
- >> Safety Performance Improvement
- >> Workers' Compensation
- >> Environment and Energy
- >> Management and Leadership Skills
- >> Training Skills
- >> Business Improvement



Your site, your time, your people

Ai Group is able to customise your training. As well as the programs listed in the Training Calendar, the following programs are also available for onsite delivery. Can't see the one you need? Call or email our Training team and they will be able to assist.

Workplace Relations

- » Discrimination, Harassment and Bullying Awareness for Employees
- » Discrimination, Harassment and Bullying Awareness for Employees - Online
- » Discrimination, Harassment and Bullying Awareness for Senior Executives
- » Recruit Right
- » Effective Bargaining Committees

Safety and Workers' Compensation

- » Cooling Tower/Legionella Management
- » Asbestos Awareness
- » Manual Handling
- » Chemicals Management
- » Due Diligence
- » Establishing Effective Committees
- » Incident Investigation
- » Safeguarding of Machinery
- » Safety Management Systems
- » Safety Training for Employees
- » Dangerous Goods and Hazardous Substances
- » Fatigue Management
- » SuperSafe
- » Risk Management
- » Ergonomics

Environment and Energy

- » Understand your Environmental Obligations
- » Practical Site Management Including Pollution Control, Waste Management and Resource Efficiency
- » Energy Efficiency
- » Carbon Management

Book Online

www.aigroup.com.au/training

Ai Group has developed a full range of programs to match the training and skill needs of business. Booking training is only a couple of clicks away.

Workplace Relations

COURSE NAME

	Duration	Adelaide	Brisbane	Melbourne	Sydney	Albury	Ballarat	Newcastle	Wollongong	Member	Non Member
EMPLOYMENT LAW AND YOUR OBLIGATIONS											
Managing Performance	1	10 Feb 11 May	9 May	15 Feb 30 May	21 Feb 2 May			15 Mar	6 Mar	\$407	\$506
Managing Absent, Ill and Injured Workers	1	21 Mar	9 Mar	27 Mar	23 Mar					\$407	\$506
National Employment Standards and Record Keeping - Intensive	0.5	30 Mar 15 Jun	27 Mar 1 Jun	13 Mar 21 Jun	13 Mar 20 Jun					\$275	\$330
Employment Law for Managers and Supervisors	1	24 Feb	9 Feb	7 Feb	29 Feb		20 Mar	12 Apr		\$407	\$506
Employment Law for HR Practitioners	1	18 Apr	28 May	19 Apr	17 Apr		18 Apr		23 Apr	\$407	\$506
Industrial Relations for HR Practitioners NEW!	1	25 May	15 May	17 May	24 May					\$407	\$506
Conducting Workplace Investigations	1	28 Jun	7 Jun	8 Mar 12 Jun	28 Mar 6 Jun		8 Mar	11 May	29 Feb	\$407	\$506
DISCRIMINATION, HARASSMENT AND BULLYING AWARENESS											
Discrimination, Harassment and Bullying Awareness for Supervisors and Managers	0.5	27 Apr	1 May	17 Apr	27 Apr			19 Jun		\$275	\$330
Skills for Contact Officers - Introduction	1	8 May	18 May	16 Feb 2 May	16 May	3 Feb			21 May	\$407	\$506
Skills for Contact Officers - Advanced	0.5	8 Jun	18 Jun	6 Jun	15 Jun					\$275	\$330
WORKPLACE RELATIONS											
Enterprise Bargaining - Management Planning and Strategies	1	14 Mar	26 Mar	22 Mar	22 Mar					\$407	\$506
How to Successfully Implement Competency Standards	1		21 May	15 May	21 Mar					\$407	\$506

Safety and Workers' Compensation






COURSE NAME

SAFETY COMPLIANCE													
Initial Level OHS Course for HSRs, Managers and Supervisors (A WorkSafe Victoria Approved Course)	5			MELBOURNE: 7, 14, 21, 28 Feb & 6 Mar; 7, 14, 21, 28 Mar & 4 Apr; 5, 12, 19, 26 Apr & 3 May; 1, 8, 15, 22 & 29 May; 7, 14, 21, 28 Jun & 5 Jul			24 Feb, 2, 9, 16 & 23 Mar			\$1,030	\$1,230		
WHS Training - to be announced - NSW and QLD!				Please check with the Training Team for workshop dates in 2012									
Work Safely in the Construction Industry in VIC CPCCOHS1001A	2			8 Mar 10 May						\$310	\$380		
SAFETY PERFORMANCE IMPROVEMENT													
Safety Training for Managers and Supervisors	1		28 Mar	8 Feb 3 Apr 6 Jun	21 Mar			7 Mar		\$407	\$506		
Workplace OHS for Managers and Supervisors <small>* This workshop forms part of the Certificate IV in Frontline Management</small>	2		2, 3 May	10, 11 May	19, 20 June					\$690	\$850		
Certificate IV in Occupational Health and Safety BSBOHS41407				Please check with the Training Team for workshop dates and Government funding opportunities									
WORKERS' COMPENSATION													
Rehabilitation and Return to Work Coordinator <small>Course in Functioning as a Rehabilitation and Return to Work Coordinator 30782QLD</small>	3		21, 22, 23 Feb 18, 19, 20 Apr 13, 14, 15 Jun							\$710	\$880		
Rehabilitation and Return to Work Coordinator Recertification	1		23 Mar 22 Jun							\$407	\$506		
Role of the Return to Work Coordinator	2			5, 12 Mar						\$759	\$935		
Introduction to Return to Work Coordination	2				27, 28 Mar 5, 6 Jun					\$759	\$935		
Advanced Return to Work Coordination	1				26 Jun					\$407	\$506		
Multi-State - All you need to know about Workers' Compensation (NSW, QLD, SA and VIC)	1		24 Apr	20 Mar	23 Apr					\$407	\$506		

Environment and Energy

COURSE NAME	Duration	Adelaide	Brisbane	Melbourne	Sydney	Albury	Ballarat	Newcastle	Wollongong	Member	Non Member
Compliance with Environmental Obligations	0.5	8 May (AM)	7 Mar (AM)	27 Mar (AM) 20 Jun (AM)	6 Mar (AM)	16 May (AM)	23 May (AM)	13 Mar (AM)	21 Mar (AM)	\$275	\$330
Develop, Implement and Improve your EMS	0.5	8 May (PM)	6 Mar (PM)	27 Mar (PM) 20 Jun (PM)	6 Mar (PM)	16 May (PM)	23 May (PM)	14 Mar (PM)		\$275	\$330
Operational Environmental Management	0.5	9 May (AM)	6 Mar (AM)	17 Apr (AM)	29 Mar			14 Mar (AM)		\$275	\$330

Business Improvement and Growth

COURSE NAME											
MANAGEMENT AND LEADERSHIP SKILLS											
Introduction to Supervision	2	9, 10 May	28, 29 Feb 16, 17 May	22, 23 Feb 23, 24 May	7, 8 Mar 30, 31 May			21, 22 Mar	1, 2 May	28, 29 Mar	\$759 \$935
Leadership Skills - Communication, Conflict Resolution and Negotiation*	2		14, 15 Feb	20, 21 Mar	22, 23 Mar						\$690 \$850
High Performance Teams*	2		13, 14 Mar	18, 19 Apr	26, 27 Apr						\$690 \$850
Problem Solving and Continuous Improvement in a Competitive Environment*	2		23, 24 May	16, 17 May	23, 24 May						\$690 \$850
Project Management for Supervisors*	1		4 Jun	21 Jun	7 Jun						\$370 \$460
Basics of Lean	0.5		5 Mar	23 Mar	15 Mar						\$297 \$374
Develop your Innovation Strategy	1		19 Mar	7 Mar	27 Mar						\$517 \$616
Innovate your Marketing	1		30 Mar	2 Apr	29 Mar						\$517 \$616
Develop and Implement your Strategic Plan	1		27 Feb	22 Feb	17 May						\$517 \$616
Certificate IV in Frontline Management BSB40807			Please check with the Training Team for workshop dates and Government funding opportunities								
* These workshops form part of the Certificate IV in Frontline Management											
TRAINING SKILLS											
Train Small Groups				10, 17 Feb	20, 27 Mar	17, 24 Apr					\$690 \$850
Provide Work Skill Instruction TAEDEL301A Make a presentation BSB40807	2										
Workplace Assessor				1, 12, 19 Mar	3, 10, 24 May	8, 10, 15 May					\$910 \$1,120
Plan assessment activities and processes TAEASS401B Access Competence TAEASS402B Participate in assessment validation TAEASS403B Design and develop assessment tools TAEASS502B	3										
Training Advanced				11, 26 Apr	14, 21 Feb	7, 14 Mar					\$690 \$850
Plan, organise and facilitate learning in the workplace TAEDEL402A	2										
Certificate IV in Training and Assessment TAE40110			Please check with the Training Team for workshop dates and Government funding opportunities								
BUSINESS IMPROVEMENT											
Trade Docs - Letters of Credit and Export Documentation	1		3 May	17 Apr	19 Apr						\$407 \$506
Production Planning and Shop Floor Control	1		21 Jun	7 Jun	18 Jun						\$517 \$616
Successful Quoting and Tendering Techniques	2		21, 22 Mar	7, 8 Mar	16, 17 Feb						\$880 \$1,067

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

Training Times

FULL DAY 9.00am – 4.30pm

HALF DAY (AM) 9.00am – 12.30pm
(PM) 1.30pm – 5.00pm

Course Locations

ADELAIDE Level 1, 45 Greenhill Road, Wayville SA 5034

BRISBANE 202 Boundary Street, Spring Hill QLD 4004

MELBOURNE 20 Queens Road, Melbourne VIC 3004

SYDNEY 51 Walker Street, North Sydney NSW 2060

MERRYLANDS Holroyd Centre, Miller Street, Merrylands NSW 2160

ALBURY 560 David Street, Albury NSW 2060

BALLARAT Quest Ballarat, 7-11 Dawson Street, North Ballarat VIC 3350

NEWCASTLE Suite 1 'Nautilus' 265 Wharf Road, Newcastle NSW 2300

WOLLONGONG Level 1, 166 Keira Street, Wollongong NSW 2520

◇ Merrylands Venue

Contact us

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