



Training Programs July to December 2007



WA EQUAL OPPORTUNITY COMMISSION

Equal Opportunity Law - An Introduction

Aim: To provide participants with an overview of Equal Opportunity Law, its application and implications.

Content: Legal definitions of discrimination and harassment, identifying discrimination and harassment liability of self and others, using the law.

Four hours (9am to 1pm) - \$198

Dates: July 25, September 18, October 23 and November 13

Equal Opportunity Law and the Role of the Manager / Supervisor

Aim: To provide participants with an overview of Equal Opportunity law and how it impacts on the role of managers and supervisors.

Content: Legal definitions of discrimination, victimisation and harassment, identifying discrimination and harassment, vicarious liability using the law in the workplace.

Full day (9am to 4.30pm) - \$297

Date: October 31

Managing Recruitment and Selection

Aim: To examine the impact of Equal Opportunity Law on recruitment and selection of staff.

Content: Designing application forms, preparing job advertisements, exploration of interview techniques.

Four hours (9am to 1pm) - \$198

Date: September 20

Equal Opportunity Law for Practitioners (Educating Staff)

Aim: To provide participants with the skills and knowledge required to conduct internal staff training sessions on Equal Opportunity.

Content: Equal Opportunity Law, developing and delivering a training session to include strategies, skills and practical examples.

Full day (9am to 4.30pm) - \$297

Date: September 26

Workplace Culture - Harassment and Bullying

Aim: To provide participants with an overview of the laws and issues relating to harassment and bullying.

Content: Legal definitions of discrimination and harassment, identification of behaviours that constitute harassment, strategies for elimination of bullying and harassment in the workplace.

Four hours (9am to 1pm) - \$198

Dates: August 30 and November 07

Pre-requisite for Contact Officer Role and Grievance Officer Role and Complaint

Handling courses:

Knowledge of Equal Opportunity Law. Thorough knowledge of their organisation's equal opportunity policies and procedures.

The Contact Officer Role

Aim: To provide participants with the skills and knowledge to effectively perform the role of Contact Officer.

Content: The role and function of a Contact Officer, identify skills required and explore complaint handling techniques.

Full day (9am to 4.30pm) - \$297

Dates: August 22, October 24 and November 20

Grievance Officer Role and Complaint Handling

Aim: To enable participants to develop the skills and knowledge required to investigate and handle complaints of discrimination and harassment in the workplace.

Content: Day one provides information and explores issues associated with complaint handling. Day two develops the skills required for effective complaint resolution.

Two days (9am to 4.30pm) - \$528

Dates: September 5/6 and November 14/15

REGISTRATION

Name of course..... Date of course..... Last name..... First name..... Organisation..... Position held..... Contact address..... Telephone Work..... Fax..... Home..... Mobile..... Email address.....	Please indicate any special needs you may have, for example disability, dietary, medical, language..... Option for payment (circle one) Cheque Direct transfer Invoice Credit Card NB. Organisations can pay by direct transfer to Commonwealth Bank account BSB: 066-040 Account number: 14800073. Send registration form and payment to the: Equal Opportunity Commission PO Box 7370 Cloisters Square, Perth WA 6850 or enroll online.
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CONTACT DETAILS

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Location	Level 2 141 St Georges Tce Perth WA 6000	Email	eoc@eoc.wa.gov.au
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		Website	www.eoc.wa.gov.au

ADDITIONAL INFORMATION

The Commission appreciates that the particular needs of each organisation are unique and because of this it can customise all courses to suit individual clients, if necessary.

All courses described in this brochure are held at the Commission.

We can also provide customised training at your organisation or other venue, if required.

To find our more information about any of the courses listed in this document please contact Wilma on wilma@eoc.wa.gov.au.