



Equal Opportunity Specialists
Changing behaviours for the better

MANAGING WORKPLACE ISSUES WORKSHOP

How to manage workplace issues
effectively, especially in relation
to bullying, discrimination and
sexual harassment



Presented by
Franca Sala Tenna
Director, Legal Practitioner
EEO Specialists

MANAGING WORKPLACE ISSUES WORKSHOP

How to manage workplace issues effectively, especially in relation to bullying, discrimination and sexual harassment

All employers have the responsibility to educate their managers/supervisors about their duty of care to provide a safe workplace in relation to harassment, discrimination and bullying. Employers can minimise their liability by demonstrating they are taking reasonable steps to prevent their employees from doing anything contrary to the Equal Opportunity Act by training those in a position of authority.

Overview

Do you have managers who have been promoted through the ranks but haven't been taught how to manage?

This course equips managers to be able to identify when someone has done something unlawful (like discrimination, sexual harassment and bullying) and then, even more importantly, what to do about it.

Who is this course for?

This is an essential course for anyone in a managerial or supervisory role in an organisation who wants to minimise their own liability and that of their employer and who wants to be better skilled to manage complaints.

Course Description

In a fun, full, engaging, hands on day, participants are taken through all of the key factors to consider when managing workplace issues like what could unlawful behaviour (harassment, discrimination and bullying) look like and what to do about it.

What you will learn

- ✓ Know what discrimination, harassment (sexual) and bullying are and therefore what is acceptable and unacceptable behaviour
- ✓ Be aware of the greater responsibility placed on managers and supervisors to consistently apply EEO principles within the workplace and investigate EEO complaints appropriately
- ✓ Understand EEO related risk and liability for both the organisation and the individual
- ✓ Know when and how to manage an informal complaint and when to refer it up the ladder for a formal investigation

You will also get

- ✓ Useful checklists for having a conversation
- ✓ A resource book
- ✓ The experience of doing a role-play as a manager
- ✓ The ability to know how to work out when to act and what to do about different types of work place issues

Contact

Clair Kemp

clair@equalopportunitytraining.com.au

Ph (08) 6102 4411

For more information: www.equalopportunitytraining.com.au