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**Equal Opportunity is good for Business**

**Contact us for your training needs we are here to help you.**

In these changing and uncertain times as we navigate through the COVID 19 virus, we have updated our training we have on offer at Equal Opportunity Tasmania.

**New Online Training with Equal Opportunity Tasmania**

Our Trainers are available to do online Training for Workplaces, Community Groups, Schools and Exemptions. Our Training, Development and Education Officers will consult with you regarding your specific training needs. Programs can be tailored with content specifically catering to the needs of your organisation.

The online training sessions use **Zoom and are live and interactive**, participants require access to a desktop or laptop computer with a good internet connection.

**Face - to - face training**

To keep participants safe, we are adhering to Public Health Advice regarding our face-to-face training, we encourage you to contact us to discuss your requirements so we can give you the most up to-date information regarding our availability.

**Contact us**

For further information on our training programs please go to our website [**www.equalopportunity.tas.gov.au/training**](http://www.equalopportunity.tas.gov.au/training)

Our training team welcome questions and booking enquiries – **Call:** (03) 6165 7515  
**Email:** [training@equalopportunity.tas.gov.au](mailto:training@equalopportunity.tas.gov.au)

**Training courses 2021**

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## Workplace Behaviour - Where is the Line?

Many people are struggling to know what is appropriate workplace behaviour. This course is recommended for everyone in organisations that may need reminders about workplace behaviour, the course includes activities.

**This 2.5 x hour course will cover:**

* What is their personal 'below-the-line' behaviour
* What is their workplace's below-the-line behaviour
* How to proactively avoid crossing the workplace line, and
* Positive steps to take when the line is crossed
* **In house training for your business or organisation $290 per hour**
* **Group minimum of 4 x participants - maximum participants x 18**
* **We provide resources and posters / brochures**
* **We can tailor training to suit your organisation or business needs**

## Racism. It stops with me!

Racism is unacceptable by today’s standards. Yet we continue to see and hear racist behaviour and actions of some people in our workplaces, community and schools. It is often the random and unprovoked actions of this kind that have lasting and negative effects on a person’s confidence, health and wellbeing, and the sense of being part of an inclusive, safe and respectful community. Many people feel unsafe to do anything, do not know what they can do as bystanders or to support those affected by racism. This course will give you a greater understanding of ‘subtle’, covert and casual racism and how to challenge it safely. This course is recommended for everyone.

**This 2.5 x hour course will cover:**

* What is racism
* Personal and individual responsibilities
* Options and discussion for bystander intervention and support
* **In house training for your business or organisation $290 per hour**
* **Group minimum of 4 x participants - maximum participants x 18**
* **We provide resources and posters / brochures**
* **We can tailor training to suit your organisation or business needs**

Discrimination Law: Rights and Responsibilities

Effective anti-discrimination strategies in your workplace are good practice and good for business. All businesses in Tasmania, regardless of their size, must adhere to the *Anti-Discrimination Act 1998* Tas. All staff including volunteers need to be aware of their rights and responsibilities. This course is recommended for everyone.

**This 2 x hour course will cover:**

* An overview of the *Anti-Discrimination Act 1998* Tas
* What does discrimination mean
* The role of Equal Opportunity Tasmania
* Stereotypes / bias
* Workplace Diversity
* Protected attributes
* Direct and indirect discrimination
* Harassment (including bullying), sexual harassment, other prohibited conduct including victimisation and incitement to hatred
* Rights and responsibilities for all employees
* **In house training for your business or organisation $290 per hour**
* **Group minimum of 4 x participants - maximum participants x 18**
* **We provide resources and posters / brochures**
* **We can tailor training to suit your organisation or business needs**
* **Equal Opportunity in house calendar training cost $120 per person (Group minimum of 4 x participants)**

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## Young, old, in-between… Is your workplace age inclusive?

Increasing your awareness of the benefits of an age diverse workplace will help you to respect all ages and generations. Protecting people’s rights within the workplace regardless of age is good practice and good for business. This course is recommended for everyone.

**This 2 x hour course will cover:**

* Age Diversity
* Generational stereotypes and the link to prejudice and discrimination
* What the *Anti-Discrimination Act 1998* Tassays about age discrimination
* Rights and responsibilities for all employees
* Awareness of age diversity, preventing age discrimination and the benefits of an age diverse workplace. Including looking at workplaces that promote cultural diversity & LGBTI awareness. Activities and discussion on how to improve workplace diversity.
* **In house training for your business or organisation $290 per hour**
* **Group minimum of 4 x participants - maximum participants x 18**
* **We provide resources and posters / brochures**
* **We can tailor training to suit your organisation or business needs**

## Disability Awareness – Is your workplace disability ready?

Valuing all employees in your workplace is good practice and good for business and the principles of employment are the same for people with disability as those without disability. This course is recommended for everyone.

**This 2 x hour course will cover:**

* Diversity
* How stereotypes can lead to prejudice and discrimination and bias
* Overview of the *Anti-Discrimination Act 1998* Tas
* What the *Anti-Discrimination Act 1998* Tassays about disability discrimination
* Disability (Access to Premises – Buildings) Standards 2010
* Rights and responsibilities for all employees
* Inherent requirements and reasonable adjustments in employment
* Preventing disability discrimination and the benefits of a diverse workplace
* Discussion, activities and statistics
* **In house training for your business or organisation $290 per hour**
* **Group minimum of 4 x participants - maximum participants x 18**
* **We provide resources and posters / brochures**
* **We can tailor training to suit your organisation or business needs**

Workplace Support Contact Officer Training

Workplace Support Contact Officers (WSCO’s) are an important first contact for people who believe they have a grievance in the workplace. The grievance may relate to bullying, harassment, discrimination, or other workplace issues. This course is *recommended* for new employees who require information and training on the role of the Workplace Support Contact Officer in the workplace.

**This course will cover:**

* The role of Workplace Support Contact Officer in line with their employer’s policy
* The principles underlying the role of the Contact Officer
* Putting the principles into practice.
* An Overview of the *Anti-Discrimination Act 1998* Tasand other relevant legislation
* This course includes scenarios and activities
* Course is run over **two x half days (8 x hours in total)**
* **In house training for your business or organisation $290 per hour**
* **Group minimum of 4 x participants - maximum participants x 18**
* **We provide resources and posters / brochures**
* **We can tailor training to suit your organisation or business needs**
* **Equal Opportunity in house calendar training cost $480 per person (Group minimum of 4 x participants)**

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## Workplace Support Contact Officer Refresher Course

Has it been some time since you last attended Workplace Support Contact Officer (WSCO) Training? Have you had many opportunities to actively practice the role of Workplace Support Contact Officer? If you already have a **good understanding** of the *Anti-Discrimination Act* 1998 (Tasmania) and have **previously attended Workplace Support Contact Officer Training** this 4 x hour course will **‘refresh’** your knowledge and give you the opportunity to take part in role-plays, look at case studies and brainstorm ideas.

**This 4 x hour course will cover:**

* The role of Workplace Support Contact Officer in line with your employers' policy
* Putting the principles into practice
* How stereotypes can lead to prejudice and discrimination
* An Overview of the *Anti-Discrimination Act 1998* Tasand other relevant legislation
* This course includes scenarios and activities
* **In house training for your business or organisation $290 per hour**
* **Group minimum of 4 x participants - maximum participants x 18**
* **We provide resources and posters / brochures**
* **We can tailor training to suit your organisation or business needs**
* **Equal Opportunity in house calendar training cost $240 per person (Group minimum of 4 x participants)**

## Workplace Support Contact Officer Networking Meeting

FREE Networking meetings are held to give Workplace Support Contact Officers (WSCO’s) in different organisations the opportunity to exchange ideas, experiences and information with others in a similar role.

The **3 x hour** networking meeting will also provide an excellent opportunity to catch up on any amendments to the *Anti-Discrimination Act 1998* Tasand changes to procedures*.*

All those who have been trained by Equal Opportunity in the role of Contact Officer are eligible and invited to attend. Once registered, participants will be able to e-mail any questions or issues for discussion at the meeting.

**(Meetings held online through Zoom) – FREE**

Managers supporting Workplace Support Contact Officers – Making your job easier

**This is a free 1 hour** seminar to assist managers to better understand and use their Workplace Support Contact Officers (WSCOs) to the organisation’s advantage. WSCOs are an excellent workplace resource when used correctly, this seminar will cover:

* Why do you have WSCOs?
* Understanding the WSCO role
* Trouble shooting – does your WSCO network work well – why? - Why not?
* Tools and suggestions to assist
* The seminar content is flexible and will be adapted to the requirements of individual management teams

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## Recruitment and Selection

The course builds on your knowledge of the *Anti-Discrimination Act 1998* Tas. It will cover what the law says about discrimination in recruitment and selection, best practice and how to avoid discrimination at each stage of the recruitment and selection process.

**This 3.5 x hour course will cover:**

* What are ‘inherent requirements’ and why they are important?
* “How do I ensure my position descriptions and job application forms meet
* Anti-Discrimination Act 1998 Tas requirements?”
* Unconscious bias- Unpack what this means in our employment practices
* “Can I ask applicants to undergo a medical test before offering them the job?”
* “When placing a job advertisement in the paper, can I specify the age of the person I want to employ?”
* **In house training for your business or organisation $290 per hour**
* **Group minimum of 4 x participants - maximum participants x 18**
* **We provide resources and posters / brochures**
* **We can tailor training to suit your organisation or business needs**

## Addressing and preventing discrimination and harassment in the workplace for managers and supervisors

Discrimination and harassment is recognised as one of the major contributors to workplace stress. Employers have a responsibility to provide a workplace free from these behaviours. As a manager / supervisor you have a key role to play in preventing and dealing with workplace discrimination and harassment. This workshop will provide you with ideas and strategies for preventing discrimination and harassment together with the confidence to deal effectively with issues should they arise.

**This 4 x hour course will cover:**

* Overview of the *Anti- Discrimination Act 1998* Tas
* How stereotypes can lead to prejudice and discrimination
* The power of language
* Bullying & sexual harassment
* Diversity
* Relevant legislation
* The costs of discrimination and harassment
* Responding to discrimination and harassment
* Building teams / communication / respect
* This course includes scenarios and activities
* **In house training for your business or organisation $290 per hour**
* **Group minimum of 4 x participants - maximum participants x 18**
* **We provide resources and posters / brochures**
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