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**Training Programs with Equal Opportunity Tasmania 2022**

We are available to do training for workplaces, community groups, schools and exemptions. Our Training, Development and Education Officer will consult with you regarding your specific training needs. Programs can be tailored with content specifically catering to the needs of your organisation/ business.

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

**Face - to - face training**

**Requirements for onsite training** **–** training room / tables / chairs / white board / toilets / tea and coffee facilities and a copy of your COVID Work Health and Safety Plan.

**Equal Opportunity is good for Business**

**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)

We welcome questions and booking enquiries – **Call:** (03) 6165 7515
**Email:** training@equalopportunity.tas.gov.au







**Training courses 2022**

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## Workplace Behaviour - Where is the Line?

Many people are struggling to know what appropriate workplace behaviour is. 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:**

* An overview of the *Anti-Discrimination Act 1998* Tas
* What does discrimination mean
* Respectful workplaces
* The role of Equal Opportunity Tasmania
* 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**

## Racism – defining, recognising and dealing with it

Race is the basis of one’s identity; it defines who we are through our connections to language, cultural practices and beliefs, food, dance, religion, family, cultural and family obligations, history and place. Ignorance of these fundamentals can lead to negative stereotyping, prejudice and discrimination. This course will define and assist you to understand what racism is and how to recognise racist behaviours and attitudes; it will include discussion and activities on how to deal with racism. This course is recommended for everyone and includes activities.

**This 3 x hour course will cover:**

* Define it – what racism looks like? And what racism sounds like?
* Recognise it - Effects of racism on a person
* Deal with it - How we can address racism?
* Group Activity
* What the law says about race discrimination
* Benefits of a racially diverse workplace and society
* Our shared human rights, responsibilities and actions for change
* **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**

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 2.5 x hour course will cover:**

* An overview of the *Anti-Discrimination Act 1998* Tas
* What does discrimination mean
* Respectful workplaces
* 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**

## 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:**

* 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, Aboriginal and Torres Strait Islander diversity and culture & LGBTIQ+ 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**

## 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:**

* Respectful workplaces
* 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.
* Awareness of disability diversity, preventing disability discrimination and the benefits of a diverse workplace. Including looking at workplaces that promote cultural diversity, Aboriginal and Torres Strait Islander diversity and culture & LGBTIQ+ awareness.
* 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**

Sexual Harassment – what it is, what it’s not and what to do about it

Sexual harassment includes unwelcome contact, sexualised comments (including jokes), leering, distributing or displaying rude or sexually explicit or suggestive or offensive materials, sexual gestures, unwelcome comments or questions about a person’s private life. Under the *Anti-Discrimination Act 1998* sexual harassment is unlawful and a person who is sexually harassed can make a complaint. This course is recommended for everyone and includes activities.

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

* What the *Anti-Discrimination Act 1998* says about sexual harassment
* What sexual harassment looks like?
* Examples of case law
* Statistical data – complaints -Tasmania / Nationally
* The effects of sexual harassment – individually and for the organisation
* Basic principles and tools for effectively preventing and responding to sexual harassment
* **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**

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 8 x hour 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**

## 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**

## 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.

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

## 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**

## 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
* Respectful workplaces
* Your workplace policies
* 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
* 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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