



## NT Anti-Discrimination Commission Darwin Training – February/March 2018

### Customised Training

Customised training courses can be organised for businesses or organisations that would prefer to have in-house training for their staff and are a cost effective way to train larger groups of people. These courses can be tailored to focus on the particular needs of an organisation to heighten the relevance of the training. Customised courses can include any of the workshops listed below.

**Contact the office on 08 8999 1444 to discuss any specific training requirements you may have or email [antidiscrimination@nt.gov.au](mailto:antidiscrimination@nt.gov.au).**

### Challenging Unconscious Bias Workshop

Explore diversity, improve inclusivity and tackle stereotypes in the workplace.

All humans have a natural preference for people who look like us, sound like us or share our interests. This form of bias could be unconsciously impacting on our decision-making in the workplace.

Unconscious bias takes effect at various stages during employment; as early as the recruitment stage.

Challenging unconscious bias occurs when we understand what unconscious bias is, recognise its prevalence in the workplace, and learn how to identify, address and reduce its impacts on our actions and decisions.

The workshop is divided into three parts.

Examining what unconscious bias is and where it comes from.

Exploring the impacts of unconscious bias on others in the real world.

Considering and discussing strategies that may help to reduce and manage unconscious bias and its consequences in the workplace; managing personal bias, organisational strategies and organisational cultural change.

The workshop is recommended for all staff particularly those involved in recruitment. When run as customised training, it can be tailored for management.

**Duration:**

Half day workshop (8:30 am – 12:00pm)

**Date:**

Friday 2 March 2018

**Cost:**

\$350+GST p/p (morning tea provided)

**Venue:**

ADC Office, Level 7, 9-11 Cavenagh St, Darwin, 0801

This workshop is being offered publically. You can now nominate as an individual rather than needing to run this course within your workplace for a large group.

**Disclaimer** – Minimum numbers are required for courses to go ahead. If not, there could be the possibility of a course being cancelled. In the event a course is cancelled by the Anti-Discrimination Commission, all enrollees will be notified by email and offered a place on the next available program.



## NT Anti-Discrimination Commission Darwin Training – February/March 2018

### Anti-Discrimination, Harassment and Bullying

**Who should attend:** Any person interested in developing their knowledge of Anti-Discrimination Law and its application in the workplace, those who wish to become Contact Officers, or Trainers in their Organisation in Anti-Discrimination.

**Content:** The NT Anti-Discrimination Act and how it affects you and your organisation including the provision of services; the functions and role of the Anti-Discrimination Commission; differences between harassment and bullying and what is acceptable behaviour; your rights and responsibilities; support strategies.

**Duration:**

Half day workshop (1:00 – 4:30pm)

**Date:**

Friday 2 March 2018

**Cost:**

\$350+GST p/p (morning tea provided)

**Venue:**

ADC Office, Level 7, 9-11 Cavenagh St, Darwin, 0801

### Preventing Discrimination, Harassment and Bullying for Managers and Supervisors

**Who should attend:** Managers and other staff who wish to improve their knowledge and skills in preventing discrimination, harassment and bullying in the workplace.

**Content:** Legislation regarding discrimination, harassment and bullying and vicarious liability of individuals and organisations; the role and responsibility of the Manager/Supervisor in fostering and monitoring a positive workplace culture; managing and taking action against unacceptable behaviour.

**Duration:**

Half day workshop (1:00 – 4:30pm)

**Date:**

Wednesday 28 February 2018

**Cost:**

\$350+GST p/p (morning tea provided)

**Venue:**

ADC Office, Level 7, 9-11 Cavenagh St, Darwin, 0801

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# NT Anti-Discrimination Commission

## Darwin Training – February/March 2018

### Contact Officer Role

**Who should attend:** Staff who are undertaking the role of Contact Officer in their organisation.

**Content:**

**Part 1:** The NT Anti-Discrimination Act, the functions and role of the Anti-Discrimination Commission; Sexual Harassment, Workplace Harassment and Bullying. Review of organisations policies and procedures.

**Part 2:** The role and function of a Contact Officer; skills, knowledge and resources to act as a first point of contact in dealing with complaints, provision of support and information to workers with a grievance.

**Duration:**

Full day workshop (8:30am to 4pm)

**Cost:**

\$700+GST p/p (M/T & light lunch provided)

**Dates:**

To attend a Contact Officer workshop, please register your interest at [antidiscrimination@nt.gov.au](mailto:antidiscrimination@nt.gov.au). This course will be scheduled again in 2018 and emails will be sent to those who have registered interest in between scheduled dates.

### Fair Go at Work - Train the Trainer

**Who should attend:** Staff within organisations who wish to present training courses on Anti-Discrimination best practice in their own work places.

**Pre-requisite:** Previous experience in presenting courses to adults.

**Content:** NT Anti-Discrimination Act and the application of fair, reasonable and respectful behaviour in the workplace; strategies to develop and deliver training courses on Anti-Discrimination, Harassment and Bullying in line with organisation's policies.

**Duration:**

Full day (8.30am to 4pm)

**Cost:**

\$700+GST plus the purchase of the Fair Go at Work – Train the Trainer Manual available through the NT ADC\*. \*Please note the cost of the manual will be determined by the NT ADC according to their fee policy and this cost may increase at any time in accordance with their financial year fee structures.

**Dates:**

To attend a Train the Trainer workshop, please register your interest at [antidiscrimination@nt.gov.au](mailto:antidiscrimination@nt.gov.au). This course will be scheduled according to the demand we receive on an as required basis.

### Contact Details

Please contact the office on 08 8999 1444 or [antidiscrimination@nt.gov.au](mailto:antidiscrimination@nt.gov.au) if you would like to register for the training or if you have any questions relating to the training programs.

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