



Helping local government achieve more...

## Bullying, Anti-Discrimination and Harassment Workshop – half day to 1 day

### SYNOPSIS

The workshop is designed for front line supervisors and middle managers to upskill and inform them on what constitutes workplace bullying, discrimination, and sexual harassment and the applicable laws. The content covers employer and manager specific obligations and responsibilities, and how to manage complaints in the workplace.

This course assumes little to no knowledge of Employment Relations laws, however assumes sound knowledge of the Council specific Policies and Procedures relating to Bullying, Discrimination and Harassment.

The content of the training can be adapted to provide this Policy content training, if desired.

### SHORT COURSE TOPICS

- Part 1 Overview of Laws
  - Workplace Conduct Categories
  - General Protections
  - Procedural Fairness/Natural Justice
  - Discipline Processes
  - Unfair Dismissal
- Part 2 Supervisor/Manager Role Expectations
  - Who is responsible for what?
  - Legislative responsibilities?
- Part 3 Performance Management
  - Performance Management Process.
  - Tracking performance
  - Importance of recording
  - Performance appraisals
- Part 4 Absence Management
  - Absence Management process
  - Interaction with General Protections/Discrimination
- Part 5 Actioning a Complaint
  - Receiving a complaint
  - Documentation and Evidence
  - Initial Assessment
  - Confidentiality
  - Role of Union or Support Person
- Part 6 Risk of Getting it Wrong
  - Case Law Examples
- Part 7 Conclusion and Question

### LEARNING OUTCOMES

- Understanding of the laws that govern employment relations in local government, including general protections, discrimination, procedural fairness, what constitutes unfair dismissal etc.
- Expectations/responsibilities of Supervisors and Managers in addressing workplace matters and personal legal exposure.
- How to undertake performance and absence management within the requirements of the law.
- Importance of actioning employee complaints and grievances and key tips.
- Role of a support person.
- Risks of getting it wrong explored through case studies and remedies awarded.

### COURSE DETAILS

<b>Delivery</b>	Our training course provides participants with an interactive session that includes group discussions, case studies, and question and answer sessions. Customisation is available and based on individual Council requirements.
<b>Delivery Mode</b>	Peak Services delivers Virtual or Instructor-led training workshops inhouse at your venue.
<b>Fees and Inclusions</b>	Please contact Peak Services for course fees or a proposal for on-site/in-house training.

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**REGISTER NOW**  
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