

Equity in the Workplace for Managers

Complaints of sexual harassment in the workplace form the most common type of complaint made, and is specifically covered by NSW State legislation. This means that employers and managers must be aware of the relevant legislation, how discrimination and harassment affects the workforce.

In addition managers should become familiar with the potential benefits of developing an equity ethos, with regard to the consequences, and liability if an environment of harassment and discrimination is allowed to develop and thrive.

DURATION: 2 hrs

COST: On application

FACILITATOR: **Phillip Connell** B Bus (HRD), Ass Dip Bus (HRD), Grad Dip Bus (Mngt), Cert IV Assessment and Workplace Training. Along with qualifications in HR, training, and business management, Phillip has over the past 16 years, workplace experience, and has consulted to many diverse industries, including state & local government, mining, manufacturing and service industries.

PREREQUISITES: Nil

COURSE OUTCOMES – see over for a list of topics

At the end of this course participants will be able to:

- Explain what the law says about discrimination, EEO and harassment,
- Define unlawful discrimination and harassment,
- Identify the impact of harassment on the workplace,
- List the ways in which the law impacts on the workplace and what it means for managers, and
- Develop strategies and improved management practice when dealing with workplace discrimination and harassment.

REGISTRATION

To register, please complete a **registration form** at <http://www.lgti.com.au> and **submit online**; or you can **fax** to Local Government Training Institute on **(02) 4966 0655**.

COURSE ENQUIRIES

Course enquiries may be directed to the Business Development Team on (02) 49 222 333.

Local Government Training Institute

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COURSE TOPICS

NSW legislation

- Federal legislation

Benefits of being an EEO organisation

Facts about the Australian Workforce

- Financial figures related to business and EEO

The Law & Liability

- Organisational legal liability
- Individual legal liability

Discrimination

- Definition
- Grounds
- Direct Discrimination
- Indirect Discrimination
- Examples of discrimination at work
- Employing people with disabilities
- Discriminating in favour of particular groups

What is harassment?

- What is sexual harassment?

Implications for the workplace

- What types of behaviour could be either harassment or sexual harassment?
- Employee's rights at work?

Best Practice

- Recruitment
- Terms and Conditions of Employment
- Separation

Grievance Procedures

- Contents of an effective set of a grievance procedures

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