

Bullying, Anti-Discrimination and Sexual Harassment Workshop

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.

About The Session

The content covers employer and manager specific obligations and responsibilities, and how to manage complaints of bullying, harassment and discrimination 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. The content of the training can be adapted to provide this Policy content training, if desired.

Course Topics

Part 1 Overview of Laws

- Workplace Conduct Categories
- General Protections
- Procedural Fairness/Natural Justice
- Discipline Processes and Natural Justice

Part 2 Supervisor/Manager Role Expectations

- Who is responsible for what?
- Legislative responsibilities?

Part 3 Performance Management

- Performance Management Process
- Tracking performance and appraisals

Part 4 Absence Management

- Absence Management process
- Interaction with General Protections/Discrimination

Part 5 Actioning a Complaint

- Receiving a complaint, documenting 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 Questions

Learning Outcomes

- Understanding 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.

Workshop Details

Delivery:	Online or In-person
Time:	½ - 1 days
Class Size:	5-20 pax
Cost:	Contact us