



Professional Workplace Behaviour

Professional Workplace Behaviour delivers an engaging online learning experience.

ComplianceNet's Professional Workplace Behaviour program explains how anti-discrimination laws impact on all employees, and informs your employees what they should do, or avoid doing, to comply with the laws.

Content by: Gilbert + Tobin Lawyers

Designed for: Managers, employees and contractors

Duration: Approximately 40 minutes

Recommended frequency: Annually

Mobile ready: Yes, optimised for desktop and mobile devices

Content customisation: Client content can be included

Company policies: Company policies and 'I have read' acknowledgements can be incorporated

Assessment: Randomised assessment questions

Certificate: Self-serve Certificate of Completion

Core topics

- Inappropriate behaviours at work and their consequences
- Understanding workplace discrimination
- Types of discrimination
- Unwelcome or unwanted conduct
- Harassment
- Sexual harassment
- Bullying
- Building a positive workplace environment
- Company policies
- Addressing concerns.

Program Features

Professional Workplace Behaviour has been developed using our dynamic and responsive training interface, ensuring our training content is adaptable to your needs and usable across desktop and mobile devices. Other features include:

- Animated/interactive scenarios for every key concept
- Key points provide a snap shot of the training content on every page
- Glossary links provide quick access to detailed explanations and technical terms
- Danger Zone, Take Note and Effects & Outcomes content highlight devices emphasise key concepts.

Fully managed training administrator and user support

We provide all the administration needed to run the programs, including user support via a telephone and email.

Our services include user enrolments, enrolment notification and reminder emails and progress reports to client management and managing refresher training requirements - ensuring all employees keep up-to-date with their compliance training.



Professional Workplace Behaviour for Managers

Additional workplace behaviour training for managers

It's important that managers understand their responsibilities under anti-discrimination laws. This program will show managers and supervisors how to manage four essential areas of discrimination in the workplace:

- Recruiting new employees
- Terms and conditions of employment
- Dismissals, including redundancy
- Managing employee grievances.

Content by: Gilbert + Tobin Lawyers

Designed for: Managers

Duration: Approximately 1 hour 20 minutes

Recommended frequency: Annually

Mobile ready: Yes, optimised for desktop and mobile devices

Content customisation: Client content can be included

Company policies: Company policies and 'I have read' acknowledgements can be incorporated

Assessment: Randomised assessment questions

Certificate: Self-serve Certificate of Completion

Core topics

- Recruiting
- Terms and conditions of employment
- Termination of employment
- Managing pregnant employees
- Employees with carer's or family responsibilities
- Employees with a disability
- Workplace bullying and violence
- Dealing with employee grievances
- Gender equity in the workplace.

Program Features

Professional Workplace Behaviour for Managers has been developed using our dynamic and responsive training interface, ensuring our training content is adaptable to your needs and usable across desktop and mobile devices. Other features include:

- Key points provide a snap shot of the training content
- Glossary links provide quick access to detailed explanations and technical terms
- Danger Zone, Take Note and Effects & Outcomes content highlight devices emphasise key concepts.

Contact ComplianceNet

Call **1300 792 151** or go to www.compliancenet.com.au

Contact us now to learn how we can provide an effective compliance training solution for your organisation or to organise your trial enrolment.

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