

# TRAINING CALENDAR

JAN – DEC 2019



# TRAINING

	Duration	Brisbane	Melbourne	Sydney	Adelaide	Perth	Member Price	Non-member	
<b>EMPLOYEE RELATIONS</b>									
Performance Coaching and Improvement	1 day	21 Mar 30 Jul	25 Feb 23 Jul	21 Feb 2 Jul			\$462	\$570	
Disciplinary Action for Poor Performance and Misconduct	1 day	2 Apr 1 Aug	2 Apr 1 Aug	3 Apr 15 Aug	10 May	14 Mar	\$462	\$570	
How to Implement Competency Standards	1 day	3 Apr 6 Aug	16 Apr 7 Aug	5 Apr 27 Aug			\$462	\$570	
<b>DISCRIMINATION, HARASSMENT AND BULLYING</b>									
Discrimination, Harassment & Bullying Awareness for Managers and Supervisors	Half day	7 May 19 Sep	8 May 30 Sep	7 May 4 Sep	9 May	8 May	\$275	\$305	
Investigating Bullying, Harassment and Misconduct Complaints	1 day	12 Mar 31 Jul	18 Mar 22 Jul	22 Mar 3 Jul			\$462	\$570	
Skills for Contact Officers	1 day	4 Jun 7 Nov	6 Jun 7 Nov	5 Jun 7 Nov			\$462	\$570	
<b>HEALTH AND SAFETY REPRESENTATIVE</b>									
HSR Initial OHS Training Course (VIC)	5 day	1, 4, 6, 7, 11 Feb 25, 26, 27, 28, 29 Mar 7, 9, 13, 14, 15 May 9, 10, 11, 12, 15 Jul 1, 2, 3, 7, 8 Oct 25, 26, 27, 28, 29 Nov						\$924	\$1016
HSR Refresher OHS Training Course (VIC)	1 day		10 Apr 22 Aug				\$297	\$326	
Health & Safety Representatives Course (NSW)	5 day	11, 12, 13, 18, 19 Feb 8, 9, 10, 13, 14 May 29, 30, 31 Jul, 1, 2 Aug 24, 25, 30, 31 Oct, 1 Nov						\$924	\$1016
HSR Refresher Training (NSW)	1 day			4 Apr 29 Aug			\$297	\$326	
Health & Safety Representatives Course (QLD)	5 day	5, 6, 7, 11, 12 Feb 20, 21, 22, 23, 24 May 15, 16, 17, 18, 19 Jul 21, 22, 23, 24, 25 Oct						\$924	\$1016
HSR Refresher Training (QLD)	1 day	10 Apr 13 Aug					\$297	\$326	
<b>WORKERS' COMPENSATION</b>									
Return to Work Basics for Managers and Supervisors	Half day	20 Jun 14 Nov	25 Jun 21 Nov	19 Jun 6 Dec			\$275	\$305	
Return to Work Coordinators	1 day	27 Mar 29 Aug	5 Mar 13 Aug	29 Mar 21 Aug			\$462	\$570	
Multi State - All you need to know about Workers' Compensation	1 day	25 Feb 31 Oct	1 Mar 15 Oct	27 Feb 23 Oct			\$462	\$570	
<b>SAFETY PERFORMANCE IMPROVEMENT</b>									
Safety Training for Managers and Supervisors	1 day	11 Mar 5 Sep	7 Mar 4 Sep	20 Mar 5 Sep		27 May	\$462	\$570	
Safeguarding of Machinery	1 day	18 Feb	26 Feb	20 Feb			\$462	\$570	
Introduction to Risk Assessment	Half day	28 May 19 Nov	23 May 13 Nov	20 May 14 Nov			\$275	\$305	
Traffic Management	Half day	14 Mar 22 Aug	12 Mar 15 Aug	4 Mar 8 Aug			\$275	\$305	
Safety Culture Workshop	Half day	18 Jun 4 Dec	13 Jun 4 Dec	12 Jun 10 Dec			\$275	\$305	
Achieving Due Diligence Under Safety Laws	Half Day	26 Mar 10 Sep	21 Mar 26 Sep	19 Mar 25 Sep			\$275	\$305	
Chain of Responsibility	Half Day	8 Apr 17 Oct	11 Apr 16 Oct	10 Apr 17 Oct			\$275	\$305	

**MANAGEMENT AND LEADERSHIP SKILLS**

Leadership Skills for Managers and Supervisors	2 days	27, 28 Feb 14, 15 May 9, 10 Jul 29, 30 Oct	18, 19 Feb 13, 14 Mar 4, 5 Apr 18, 19 Jun 30, 31 Jul 4, 5 Sep 18, 19 Nov	14, 15 Mar 8, 9 Apr 17, 18 Jun 23, 24 Jul 8, 9 Oct 26, 27 Nov	10, 11 Apr	9, 10 Apr	\$847	\$931
Introduction to Supervision	1 day	9 Apr 11 Jun 27 Aug 21 Nov	21 Feb 6 May 2 Aug 29 Oct	13 Mar 2 May 26 Jul 16 Oct			\$462	\$570
Managing Conflict	1 day	14 Mar 17 Sep	12 Mar 2 Sep	12 Mar 26 Sep	21 Mar		\$462	\$570
Apprentice Supervision Program	Half day	5 Mar 8 Oct	8 Feb 4 Oct	7 Feb 22 Oct	26 Mar		\$275	\$305
Train the Trainer Inductor	1 day	20 Mar 10 Oct	22 Mar 10 Oct	18 Mar 21 Oct	27 Mar		\$462	\$570
Communication Skills	Half day	6 Jun 3 Dec	7 Jun 10 Dec	4 Jun 12 Dec	28 Mar		\$275	\$305
Decision Making (Unconscious Bias)	Half Day	12 Jun 5 Dec	11 Jun 9 Dec	3 Jun 13 Dec	29 Mar		\$275	\$305
<b>TECHNICAL TRAINING – INDUSTRY 4.0</b>								
Industry 4.0 Enabled * Denotes not held at Ai Group location	1 day	7 Aug	16 Apr* 3 Sep*	1 May 1 Oct	4 Jun*	2 Jul*	\$462	\$570



**WORKFORCE  
DEVELOPMENT**



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