

ADCQ education sessions dates January – June 2010

Venue: level 17, 53 Albert Street, Brisbane.

Tracking Your Rights

- *for Aboriginal and Torres Strait Islander peoples*

Introduction to the Act

- *half day session*
- *for managers*
- *for community organisations*

The Contact Officer

- *introduction to the role*
- *advanced*

Investigating Complaints

- *in the workplace*

Fairness - Everyone's Business

- *train the trainer*

Telephone 1300 130 670
Teletypewriter 1300 130 680
Email: info@adcq.qld.gov.au

www.adcq.qld.gov.au

Tracking Your Rights

- **Tuesday 16 February 2010, 10am-12pm**

This course introduces the 'Tracking your rights' information resource and informs participants about their rights and protection under the Act and is recommended for Aboriginal and Torres Strait Islander communities and agencies.

Time: Two hours

Cost: Free

Course content: How to recognise unlawful discrimination, sexual harassment and vilification | Options for resolving discrimination – individually, as a community and the legal approach | Case scenarios

Introduction to the Act

- **Thursday 25 February 2010, 9am-1pm; or**
- **Thursday 6 May 2010, 9am-1pm**

This course gives an overview of the law in Queensland. No previous knowledge is needed, and the session has been designed to allow for questions and discussion.

Time: Half day

Cost: \$150.00 per person *

Course content: definitions of discrimination, sexual harassment, vilification and victimisation | direct and indirect discrimination | vicarious liability and reasonable steps | exemptions | complaint handling

Introduction to the Act for Managers

- **Thursday 29 April 2010, 9am-1pm**

This course provides information about responsibilities of managers, legal obligations and how these affect management decisions. It is recommended for supervisors, managers and hr professionals.

Time: Half day

Cost: \$150.00 per person *

Course content: vicarious liability | recruitment and selection | responsibilities of supervisors and managers

Introduction to the Act for Community Organisations

- **Thursday 4 March 2010, 9am-1pm; or**
- **Thursday 22 April 2010, 9am-1pm**

This course is designed for people working in community organisations, and gives an overview of discrimination law in Queensland, and allows time for questions and discussion.

Time: Half day

Cost: Free

Course content: definitions of discrimination, sexual harassment, vilification and victimisation | direct and indirect discrimination | vicarious liability and reasonable steps | exemptions | complaint handling

The Contact Officer: Introductory

- **Thursday 18 March 2010, 9am-1pm; or**
- **Thursday 3 June 2010, 9am-1pm**

This course provides information about the role of the contact officer in the workplace, and is suitable for prospective and current contact

officers, human resource staff, and occupational health and safety officers.

Completion of the Discrimination law – introductory course is recommended.

Time: Half day

Cost: \$150.00 per person *

Course content: a quick review of discrimination law | the impact of discrimination and harassment | the role of the Contact Officer | options for dealing with complaints | case scenario discussion

The Contact Officer: Advanced

- **Thursday 8 April 2010, 9am-1pm; or**
- **Thursday 17 June 2010, 9am-1pm**

This course is for contact officers, policy officers and human resource managers. We also recommend that you've attended the introductory course, and that you're familiar with your organisation's policies & procedures.

Time: Half day

Cost: \$150.00 per person *

Course content: review of the contact officer role | record keeping | vicarious liability, duty of care, confidentiality | the investigation process | quality control issues

Investigating Complaints

- **Thursday 13 May 2010, 9am-4pm**

This course offers the chance to consider and discuss the best way for complaints to be investigated in your workplace. The session will not accredit you as an investigator, and is recommended for human resource practitioners and complaints investigators.

Time: Full day

Cost: \$300.00 per person *

Course content: principles of fairness | composition of complaints | the investigator's role | steps in an investigation | the xyz investigation activity

Fairness – Everyone's Business

- **Thursday 27 May 2010, 9am-4pm**

This course provides the information and tools to run a session in the workplace on discrimination issues and is recommended for workplace trainers and human resource practitioners. It is based on a cd-rom kit produced by the ADCQ which contains everything you need for a two hour session, including a PowerPoint presentation, visual scenarios, activities, tips for trainers, handouts and a comprehensive trainer's guide. You will also have the opportunity to buy the kit after the session. Some knowledge of discrimination law is an advantage, but not essential.

Time: Full day

Cost: \$300.00 per person *

Course content: planning a session | getting started | the law | activities and case studies and how to use them | dealing with questions | using resources

* Prices valid 1/7/09-30/6/10

ADCQ education sessions registration January - June 2010

Attendee details (please print clearly)

Title First name Last name

Position Employer

Postal address

Suburb State Postcode

Phone Any special requirements Yes/No

Email

Courses (please tick the relevant boxes)

Course name	Price (inc GST)	Time	Date
<input type="checkbox"/> Tracking Your Rights (A&TSI training)	Free	10am–12pm	16.02.10
<input type="checkbox"/> Introduction to the Act	\$150	9am–1pm	25.02.1
<input type="checkbox"/> Introduction to the Act for Community Organisations	Free	9am–1pm	04.03.10
<input type="checkbox"/> The Contact Officer: Introductory	\$150	9am–1pm	18.03.10
<input type="checkbox"/> The Contact Officer: Advanced	\$150	9am–1pm	08.04.10
<input type="checkbox"/> Introduction to the Act for Community Organisations	Free	9am–1pm	22.04.10
<input type="checkbox"/> Introduction to the Act for Managers	\$150	9am–1pm	29.04.10
<input type="checkbox"/> Introduction to the Act	\$150	9am–1pm	06.05.10
<input type="checkbox"/> Investigating Complaints	\$300	9am–4pm	13.05.10
<input type="checkbox"/> Fairness - Everyone's Business	\$300	9am–4pm	27.05.10
<input type="checkbox"/> The Contact Officer: Introductory	\$150	9am–1pm	03.06.10
<input type="checkbox"/> The Contact Officer: Advanced	\$150	9am–1pm	17.06.10

Payment method

Cheque Invoice Direct deposit (BSB No: 064013 Account No: 10006392)
 Date deposited _____

Visa Mastercard Card number _____

Expiry date _____ Name on card _____ Signature _____

How to register

1. Fax this page to us on **(07) 3247 0960**, or email to info@adcq.qld.gov.au
2. We will send you a confirmation letter and other details before the course
3. If you have any questions about your registration please phone 1300 130 670

Venue – Level 17, 53 Albert Street, Brisbane Qld 4000

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	Signature	Name/Position	Date
Approved by:			
Processed by:			
Posted by:			
	Invoice No.		