

EEO Awareness Training Kit

Sally Jetson & Associates



Fully Designed and
Ready-to-Run
Package:

\$995.00 inc GST

About The Training Kit:

A comprehensive compliance and awareness tool written by experts in diversity and anti-discrimination.

This user-friendly kit is based on our trainer's own kit used in delivery to 10,000 participants. It covers all aspects of EEO obligations and responsibilities relevant to state and federal legislation, including harassment and discrimination.

Each topic in the package is designed so that it can stand-alone as a brief presentation, suitable for staff meetings, or for integration into other staff development activities.

The package is 2002 up-to-date and is suitable for Australian work environments.

Delivery Time: 1.5-2.5 hours, with guidelines for 'minimum' delivery and 'comprehensive' delivery.

**Take all reasonable steps by
implementing this package
throughout your workplace.**



You call it advances, I call it advancement.

Your CD Based Package Contains:

- a plan of how you might deliver the topic
- relevant background and support material
- speakers notes to guide you through the presentation
- workplace behaviour quiz
- review of an Australian video that might be used to complement the package
- PowerPoint presentation CD.
- facilitator's checklist covering everything you need before presenting
- attendance sheet template
- post workshop assessment tool

Our training kits reflect twenty years of practitioner know-how.

The materials and the messages are sharp, practical and to-the-point

Clear and Powerful Messages about Unlawful Discrimination and Harassment in the Workplace

- ❖ Train-the-trainer support is available for this package and can be delivered up front, or offered as just-in-time individual or small group coaching.
- ❖ Package can be custom-designed to suit your organisation's image, values and policies.
- ❖ Package provided as CD and hard copies in attractive presentation folder.

Sally Jetson & Associates
PO Box 243
Mt. Lawley
Western Australia 6929

Phone: 6 18 93704014
Email: sally@jetson.net.au
www.jetson.net.au

Training Kit Series

Sally Jetson & Associates is an Australian based consultancy providing services for almost 20 years for the purpose of making the workplace a better place to be.

We provide training, organisational services and coaching. All interventions are designed and implemented on the basis of a sound business case, whether you have legal compliance requirements, a keen interest in being an employer-of-choice or want to make some changes for the better.

We provide regular training and development programs for 200 clients and offer nationally accredited (AQF) training in incident and grievance resolution, conflict management, conciliation, mediation and workplace investigations.

Where there are external factors that may impinge upon the management or resolution of workplace matters, our benchmark is the standard applied to those situations that have the potential to become legal or commission matters.

Visit our web-site for further information on our credentials and services.



Compliance & Awareness Materials:

We have available a variety of user-friendly and engaging communication materials available for distribution to staff.

Where you have **legal obligations** to inform staff of expectations on matters such as EEO or professional conduct, our materials have been written to meet those requirements.

Professional Development Materials:

We also provide a variety of professional materials, publications and training packages.

Our materials are suitable for managers, HR/ER/IR/EEO practitioners and associated roles.

Please get in touch for a catalogue.



Sally Jetson & Associates

'making the workplace
a better place to be'

Anti-Bullying Training Kit

Equal Employment Opportunity Training Kit

Professional Conduct and Acceptable Behaviour Training Kit

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