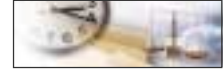


Professional Conduct and Acceptable Workplace Behaviour Training Kit



Fully Designed and Ready-to-Run Package:

\$1,390.00 inc GST

About The Training Kit:

This package covers all aspects of expectations of professional conduct and workplace behaviour. Includes:

- unacceptable workplace behaviour
- harassment and discrimination
- bullying and intimidation

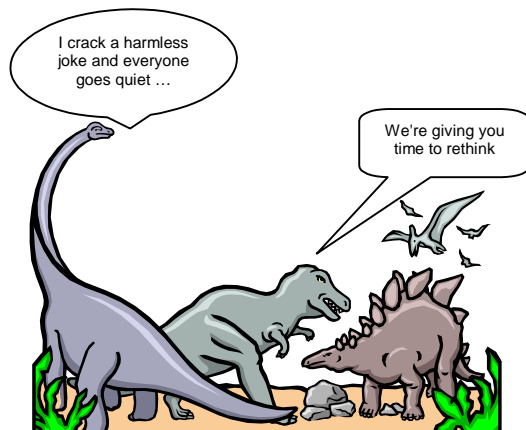
Each of these topics is designed to stand-alone as a brief presentation, suitable for staff meetings, or for integration into other staff development activities.

Delivery Time: One hour or thereabouts for each topic. Total three hours for all three topics in one program. Guidelines for 'minimum' delivery and 'comprehensive' delivery included.

This Package Represents Three Training Kits In One!



The types of behaviour and practices that are unacceptable are matters not usually covered by laws or written rules, but instead rest on widely held values or beliefs. This package covers behaviour and practices that are most likely to be considered unprofessional or unacceptable. The most common issues are presented. Impact on individuals, performance outcomes and the work environment is also covered.



Your CD Based Package Contains:

- a plan of how you might deliver each topic and suggested timings
- relevant background and support material
- speakers notes to guide you through the presentation
- workplace conduct quiz
- review of two videos that can be used to compliment the package
- guidelines on managing audience participation
- PowerPoint presentation package
- facilitator's checklist covering everything you need before presenting
- attendance sheet template
- post workshop assessment tool

This comprehensive kit reflect twenty years of practitioner know-how.

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

- ❖ 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 contains CD and hard copies in attractive presentation case.

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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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