

Workplace Behaviour Awareness Kit

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 customised and public 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. A variety of these materials is contained in this awareness kit.

Professional Development Materials:

We also provide additional 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'*

Professional Conduct and Acceptable Workplace Behaviour

Topics include:

- **Equal Employment Opportunity**
- **Harassment and Discrimination**
- **Violence and Aggression**
- **Workplace Bullying**
- **Reporting and Assistance**

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Professional Conduct and Acceptable Workplace Behaviour Awareness Kit

Sally Jetson & Associates



Fully Designed and Ready-to-Run Package:

\$1,970.00 inc GST

About The Kit:

This package covers all aspects of expectations of professional conduct and workplace behaviour and is based on our trainers own package. It Includes:

- Expectations, rights, legal framework in employment
- EEO harassment and discrimination
- Aggression and violence
- Workplace bullying
- Reporting and assistance available

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 2.5-3 hours for all topic areas in one session. Guidelines for 'minimum' delivery and 'comprehensive' delivery included.

This Package Represents Three Training Kits In One!



Exercise duty of care and take all reasonable steps by implementing this package throughout your workplace.



"You call it advances, I call it advancement."

Your CD Based Package Contains:

- SJA handouts for each topic are first class awareness and compliance materials.
- a plan of how you might deliver each topic and suggested timings
- background and support material for presenters
- speakers notes to guide you through the presentation
- workplace conduct quiz
- guidelines on managing audience participation
- powerpoint presentation
- facilitator's checklist for preparation
- attendance sheet template

This comprehensive kit reflects 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.*
- ❖ One off flat fee applies no matter what your organisation size.**

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* Additional charges apply for custom design and train the trainer.

** Flat fee applies for in-house delivery by organisational trainers.

Advertised package fee does not apply for commercial use – price on application.