

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:
From **\$1,995.00** 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 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
- power-point 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 and badged to suit your organisation's image, values and policies.*
- ❖ Organisations up to 1000 employees/contractors \$1995
- ❖ Organisations 1001-2000 employees/contractors \$2995
- ❖ Organisations 2001 or more \$3995

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* Additional charges apply for custom design and train the trainer.
The package is for in-house delivery by employees of the organisation and is not
available for commercial use. (Jan 08)