

ACSA AUSTRALIAN MANAGERS/SUPERVISOR COMPLIANCE PACK

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DUTY OF CARE FOR MANAGERS AND SUPERVISORS

Course Duration

25 minutes

Subject Matter Expert

Greencap

This course has been developed to provide managers and supervisors with an overview and understanding of how to fulfil their duty of care to help maintain the health and safety of the workplace.

Target Audience

This course is suitable for managers and supervisors in all Australian organisations.

Learning Outcomes

This course provides an understanding of duty of care in the workplace with regards to:

- the responsibilities of workers, managers and supervisors, and
- how to fulfil your duty of care responsibilities.

EQUAL EMPLOYMENT OPPORTUNITY FOR MANAGERS AND SUPERVISORS

Course Duration

45 minutes

Subject Matter Expert

Thomson Geer

This course provides managers and supervisors with an understanding of equal employment opportunity (EEO) and discrimination.

Target Audience

This course is aimed at all managers and supervisors in the Australian workplace.

Learning Outcomes

This course will provide an understanding of:

- what equal employment opportunity (EEO) means
- the legislation that applies to EEO
- behaviour that is considered unlawful discrimination, and defences and exceptions

- how organisations should manage internal complaints, and
- what happens when an individual makes an external complaint.

BULLYING AND HARASSMENT FOR MANAGERS AND SUPERVISORS

Course Duration

85 minutes

Subject Matter Expert

Thomson Geer

This online course provides employees with an understanding of how the law defines bullying and harassment in the workplace. It also trains managers in what workplace behaviours should be avoided, what they can do if bullying and harassment is occurring in their workplace and how to address incidents and complaints

Target Audience

The course has been designed to provide training for all managers and supervisors in Australian organisations.

Learning Outcomes

This course provides training in:

- The effects of bullying and harassment in the workplace
- The types of behaviour that are considered bullying and harassment
- The responsibilities of managers and supervisors
- How to identify bullying and harassment
- How to prevent and manage bullying and harassment using a risk management approach
- How to handle incidents or reports of bullying or harassment.

RISK MANAGEMENT FOR MANAGERS AND SUPERVISORS

Course Duration

45 minutes

Subject Matter Expert

Greencap

This course has been developed to provide you with an understanding of what risk is, how risk is managed in the workplace and your role as a leader in reducing risks to health and safety.

Target Audience

What's the worst that could happen in your workplace?

A near miss, broken equipment, financial loss, injury, or even death!

Is your organisation proactively minimising and managing its risks?

There is risk that can be damaging in every business. Whether it's to protect people or the environment from harm, minimise the potential for financial loss of income or assets, prevent liability or safeguard your company's reputation – there's good cause to manage risks in your business, and everyone has a part to play.

All workers have a duty of care to protect their own work health and safety - and the health and safety of others. Being able to identify hazards, assess their potential risk and control the risks associated with them is a crucial part of fulfilling this duty of care.

Risk Management for Managers and Supervisors course is designed to give you an awareness of what risk is and what your role is in minimising it. They will prepare you and your colleagues to fulfil your responsibilities in identifying, assessing, controlling and reviewing risks in your work environment.

Learning Outcomes

This course provides an understanding of:

- why work health and safety risks are managed in the workplace
- identifying hazards
- assessing risk
- applying, monitoring and reviewing risk controls, and
- your role in performing and leading risk management in the work environment.

IDENTIFYING POOR PERFORMANCE, MISCONDUCT AND ABSENTEEISM

Course Duration

45 minutes

Subject Matter Expert

Thomson Geer

This course has been developed to provide you with an understanding of what misconduct, poor performance and absenteeism are, and what can happen if they're not managed correctly.

Target Audience

This course is aimed at all managers and supervisors of staff in any Australian workplace.

Learning Outcomes

This course will provide an understanding of:

- how to recognise misconduct, serious misconduct, poor performance and absenteeism
- the impact of not managing these unacceptable behaviours, and
- some of the legal obligations related to these behaviours.

INJURY MANAGEMENT FOR MANAGERS AND SUPERVISORS

Course Duration

45 minutes

Subject Matter Expert

Employers Mutual Limited

This course has been developed to provide managers and supervisors with an understanding of the role and responsibilities of managers and supervisors in the injury management process.

Target Audience

The course has been designed to provide training for managers and supervisors in Australian organisations.

Learning Outcomes

This course will provide an understanding of:

- what injury management is
- workplace injury management and return to work programs
- who is involved in injury management
- initial response to injury
- the rehabilitation and return to work process, and
- how to support an injured worker's recovery and return to work.

MANAGING THE DISCIPLINE PROCESS

Course Duration

75 minutes

Subject Matter Expert

Thomson Geer

This course has been designed to provide training in how to manage the discipline process with consistency and procedural fairness.

Target Audience

All managers and supervisors of staff in the Australian workplace.

Learning Outcomes

This course will provide an understanding of how to:

- manage the discipline process correctly by using ethical and legal reasons
- conduct a formal investigation
- conduct an employee interview
- make a formal decision, and
- avoid common mistakes.