

Equal Employment Opportunity (EEO) and the Law

Overview:

The right to a fair go (equal opportunity) is a basic human right. It is what you get when there is no discrimination or harassment. It means decisions are based on merit, not irrelevant personal characteristics such as sex, age or race, just to name a few.

This training will address a number of issues in regard to workplace harassment, Equal Employment Opportunity. In addition this training will outline the roles and responsibility of organisations, managers and employees. After completing this course participants should know how to:

- Identify harassing and bullying workplace behaviours
- Identify the benefits of and barriers to preventing harassment and bullying in the workplace
- Identify the management issues involved in creating and maintaining a harassment-free workplace.
- Identify and manage sexual harassment in the workplace.

Designed for: All staff

Duration: 1 day

Content:

Equal Employment Opportunity

- Anti-Discrimination Legislation
- Human Rights and EEO

Harassment

- Harassment
- Sexual Harassment

Bullying and Occupational Violence

- Bullying
- Repeated Bullying
- Sources Of Bullying
- Effects Of Bullying
- Unreported Bullying
- Making A Formal Complaint
- Bullying – Video Observation
- Categories Of Aggression
- Responding To Incidents
- Tribunal Outcomes
- Occupational Violence

Understanding Cultural Diversity

- Fundamentals Of Diversity
- Identifying Differences
- Overcoming Barriers

Ethics and Workplace Cultures

- Changing Workplace Culture

Quiz and Scenarios

- Case Studies



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