



Anti-Discrimination Training

The Tasmanian *Anti-Discrimination Act 1998* ('the Act') requires all employers to ensure their workplace is free from discrimination and harassment.

Training is a great way to take reasonable steps to ensure staff (members, officers, employees, contractors, volunteers and agents) are aware of discrimination, prohibited conduct and their rights and responsibilities.

A discrimination free workplace helps:

- increase your pool of potential employees so you get the best person for the job
- build the morale and productivity of your employees
- minimise complaints, disruptions and legal wrangles
- build your reputation in the community
- enhance diversity and inclusion

We have a wide variety of training available and can tailor it to your organisation's requirements. All sessions draw on current case studies and embed learning through discussions and interactions. Our Training and Education Team can consult with you to make sure the training is engaging and useful.

Costs include consultation, development, resources and delivery of training at your workplace or our office in Hobart.

Requirements for onsite training – private training room, tables, chairs, white board, standard audio visual.

Group size - maximum 20 people, to ensure ideal training environment.

For further information, visit our website www.antidiscrimination.tas.gov.au/training

Call: (03) 6165 7515 or **Email:** training@antidiscrimination.tas.gov.au

Training Program

Workplace Behaviour - Where is the Line?	3
Racism, defining, recognising and dealing with it	4
Discrimination Law: Rights and Responsibilities	5
Young, old, in-between... Is your workplace age inclusive?	6
Disability Awareness – Is your workplace disability ready?	7
Sexual Harassment what it is, what it's not and what to do about it.....	8
Workplace Support Contact Officer Training	9
Workplace Support Contact Officer Refresher	10
Workplace Support Contact Officer Network Meeting	11
Managers supporting Workplace Support Officer Contact Officers	12
Recruitment and Selection	13
Addressing and preventing discrimination and harassment in the workplace for managers and supervisors	14



Workplace Behaviour - Where is the Line?

Many people are struggling to know what appropriate workplace behaviour is. This course is recommended for everyone in organisations that may need reminders about prohibited conduct and how to manage it, the course includes activities.

This 2.5-hour course will cover:

- An overview of the *Anti-Discrimination Act 1998 Tas*
- What does discrimination mean
- Respectful workplaces
- The role of the Office of the Anti-Discrimination Commissioner
- What is their personal 'below-the-line' behaviour
- What is their workplace's below-the-line behaviour
- How to proactively avoid crossing the workplace line, and
- Positive steps to take when the line is crossed

Cost \$962.50 Inc GST

Recommended group size 4 to 20 people



Racism – defining, recognising, and dealing with it

Race is the basis of one's identity; it defines who we are through our connections to language, cultural practices and beliefs, food, dance, religion, family, cultural and family obligations, history, and place.

Ignorance of these fundamentals can lead to negative stereotyping, prejudice, and discrimination.

This course will define and assist you to understand what racism is and how to recognise racist behaviours and attitudes; it will include discussion and activities on how to deal with racism. This course is recommended for everyone and includes activities.

This 3-hour course will cover:

- Define it – what racism looks like? And what racism sounds like?
- Recognise it - Effects of racism on a person
- Deal with it - How we can address racism
- Group Activity
- What the law says about race discrimination
- Benefits of a racially diverse workplace and society
- Our shared human rights, responsibilities, and actions for change

Cost \$1155.00 inc GST

Recommended group size 4 to 20 people



Discrimination Law: Rights and Responsibilities

Effective anti-discrimination strategies in your workplace are good practice and good for business.

All businesses in Tasmania, regardless of their size, must adhere to the *Anti-Discrimination Act 1998 Tas.*

All staff including volunteers need to be aware of their rights and responsibilities. This course is recommended for everyone.

This 2.5-hour course will cover:

- An overview of the *Anti-Discrimination Act 1998 Tas*
- What does discrimination mean
- Respectful workplaces
- The role of the Office of the Anti-Discrimination Commissioner
- Stereotypes / bias
- Workplace Diversity
- Protected attributes
- Direct and indirect discrimination
- Harassment (including bullying), sexual harassment, other prohibited conduct including victimisation and incitement to hatred
- Rights and responsibilities for all employees

Cost \$962.50 inc GST

Recommended group size 4 to 20 people



Young, old, in-between. Is your workplace age inclusive?

Increasing your awareness of the benefits of an age diverse workplace will help you to respect all ages and generations. Protecting people's rights within the workplace regardless of age is good practice and good for business. This course is recommended for everyone.

This 2-hour course will cover:

- Generational stereotypes and the link to prejudice and discrimination
- What the *Anti-Discrimination Act 1998* Tas says about age discrimination
- Rights and responsibilities for all employees
- Awareness of age diversity, preventing age discrimination and the benefits of an age diverse workplace.
- Workplaces that promote cultural diversity, Aboriginal and Torres Strait Islander diversity and culture & LGBTQIA+ awareness.
- Activities and discussion on how to improve workplace diversity.

Cost \$770.00 inc GST

Recommended group size 4 to 20 people



Disability Awareness – Is your workplace disability ready?

Valuing all employees in your workplace is good practice and good for business and the principles of employment are the same for people of all abilities. This course is recommended for everyone.

This 2-hour course will cover:

- Respectful workplaces
- How stereotypes can lead to prejudice and discrimination and bias
- Overview of the *Anti-Discrimination Act 1998 Tas*
- What the *Anti-Discrimination Act 1998 Tas* says about disability discrimination
- *Disability (Access to Premises – Buildings) Standards 2010*
- Rights and responsibilities for all employees
- Inherent requirements and reasonable adjustments in employment
- Preventing disability discrimination and the benefits of a diverse workplace.
- Awareness of disability diversity, preventing disability discrimination and the benefits of a diverse workplace. Including looking at workplaces that promote cultural diversity, Aboriginal and Torres Strait Islander diversity and culture & LGBTQIA+ awareness.
- Discussion, activities, and statistics

Cost \$770.00 inc GST

Recommended group size 4 to 20 people



Sexual Harassment – what it is, what it's not and what to do about it

Sexual harassment includes unwelcome contact, sexualised comments (including jokes), leering, distributing, or displaying rude or sexually explicit or suggestive or offensive materials, sexual gestures, unwelcome comments, or questions about a person's private life.

Under the *Anti-Discrimination Act 1998* sexual harassment is unlawful and a person who is sexually harassed can make a complaint. This course is recommended for everyone and includes activities.

This 2.5-hour course will cover:

- What the *Anti-Discrimination Act 1998* says about sexual harassment
- What sexual harassment looks like?
- Examples of case law
- Statistical data – complaints -Tasmania / Nationally
- The effects of sexual harassment – individually and for the organisation
- Basic principles and tools for effectively preventing and responding to sexual harassment

Cost \$962.50 inc GST

Recommended group size 4 to 20 people



Workplace Support Contact Officer Training

Workplace Support Contact Officers (WSCO's) are an important first contact for people who believe they have a grievance in the workplace. The grievance may relate to bullying, harassment, discrimination, or other workplace issues.

Open communication and fast action can avoid ongoing discrimination and build a safer and more inclusive workplace.

This full day course will cover:

- The role of Workplace Support Contact Officer in line with their employer's policies and procedures
- The principles underlying the role of the Contact Officer
- Putting the principles into practice.
- Identifying prohibited conduct
- What to do and where to seek help
- An Overview of the *Anti-Discrimination Act 1998* Tas and other relevant legislation
- This course includes scenarios and activities

Cost \$3080.00 inc GST

Recommended group size 4 to 20 people



Workplace Support Contact Officer Refresher Course

Has it been some time since you last attended Workplace Support Contact Officer (WSCO) Training?

Have you had many opportunities to actively practice the role of Workplace Support Contact Officer?

If you already have a **good understanding** of the *Anti-Discrimination Act 1998* (Tasmania) and have **previously attended Workplace Support Contact Officer Training** this course will refresh your knowledge and give you the opportunity to take part in role-plays, look at case studies and brainstorm ideas.

This 4-hour course will cover:

- The role of Workplace Support Contact Officer in line with your employers' policy
- Putting the principles into practice
- How stereotypes can lead to prejudice and discrimination
- An Overview of the *Anti-Discrimination Act 1998* Tas and other relevant legislation
- This course includes scenarios and activities

Cost \$1540.00 inc GST

Recommended group size 4 to 20 people

Workplace Support Contact Officer Networking Meeting

FREE Networking meetings are held to give Workplace Support Contact Officers (WSCO's) in different organisations the opportunity to exchange ideas, experiences, and information with others in a similar role.

The **3-hour** networking meeting will also provide an excellent opportunity to catch up on any amendments to the *Anti-Discrimination Act 1998 Tas* and changes to procedures.

All those who have been trained by the Office of the Anti-Discrimination Commissioner (or formerly Equal Opportunity Tasmania) in the role of Contact Officer are eligible and invited to attend.

Once registered, participants will be able to e-mail any questions or issues for discussion at the meeting.



Managers supporting Workplace Support Contact Officers – Making your job easier

This is a free 1-hour seminar to assist managers to better understand and support their Workplace Support Contact Officers (WSCOs) to the benefit of all. WSCOs are an excellent workplace resource for staff to go to when they feel they may have been discriminated against.

This seminar will cover:

- Why do you have WSCOs?
- Understanding the WSCO role
- Trouble shooting – does your WSCO network work well – why? - Why not?
- Tools and suggestions to assist
- The seminar content is flexible and can be adapted to the requirements of individual management teams



Recruitment and Selection – busting bias

The course builds on your knowledge of the *Anti-Discrimination Act 1998* Tas. It will cover what the law says about discrimination in recruitment and selection, best practice and how to avoid discrimination at each stage of the recruitment and selection process.

This 3.5-hour course will cover:

- What are ‘inherent requirements’ and why they are important?
- “How do I ensure my position descriptions and job application forms meet
- *Anti-Discrimination Act 1998* Tas requirements
- Unconscious bias - unpack what this means in our employment practices
- “Can I ask applicants to undergo a medical test before offering them the job?”
- “When placing a job advertisement in the paper, can I specify the age of the person I want to employ?”

Cost \$1347.50 inc GST

Recommended group size 4 to 20 people



Addressing and preventing discrimination and harassment in the workplace. For managers and supervisors.

Discrimination and harassment are recognised as major contributors to workplace stress. Employers have a responsibility to provide a workplace free from these behaviours. As a manager you have a key role to play in preventing and dealing with workplace discrimination and harassment. This workshop will provide you with ideas and strategies for preventing discrimination and harassment together with the confidence to deal effectively with issues should they arise.

This 4-hour course will cover:

- Overview of the *Anti-Discrimination Act 1998* Tas and other essential legislation
- Respectful workplaces
- Your workplace policies
- How stereotypes can lead to prejudice and discrimination
- The power of language
- Bullying & sexual harassment
- Diversity and inclusion
- The costs of discrimination and harassment
- Responding to discrimination and harassment
- Building teams / communication

Cost \$1540.00 inc GST

Recommended group size 4 to 20 people



Contact us

To discuss your training needs please contact our team

Call: (03) 6165 7515

Email: training@antidiscrimination.tas.gov.au

Or go to our website www.antidiscrimination.tas.gov.au/training