

NEW BULLYING LAWS

Course Code: NBL



The number of workplace bullying complaints is on the increase. New laws commencing on 1 January 2014 mean these complaints can be quickly escalated to the Fair Work Commission. It is therefore critical that organisations understand how to manage complaints so they are resolved in a timely and appropriate manner. Resources need to be invested early to avoid divisive and costly outcomes.

This programme considers the new Stop the Bullying laws. It also provides an opportunity to take a fresh look at your dispute resolution procedures that deal with bullying complaints. Organisations need to identify which dispute resolution tool is the most appropriate in the circumstances and how to properly implement it, including how to engage complainants and respondents.

This half day programme will provide participants with a practical understanding of the elements of bullying, and also the confidence to know the approach most likely to achieve a resolution.

Learning Content

This half day programme will cover the following topics:

- Outline of new Stop the Bullying laws and Fair Work procedures
- Framework to assess complaints of workplace bullying and how best to manage them
- Assessment of when a workplace investigation should be conducted
- Overview of the options available for early resolution of workplace complaints
- Skills to identify which options are most appropriate for particular types of workplace complaints

Learning Outcomes

At the conclusion of this programme, participants will:

- Gain an understanding of the new Stop the Bullying laws
- Gain an understanding of new Fair Work Commission procedures
- Develop a framework for assessing workplace bullying complaints
- Understand the role of workplace investigations and when they should be conducted
- Consider the range of options for early resolution of workplace complaints
- Be able to identify which options are most appropriate for particular types of workplace complaints

JUSTITIA TRAINING REGISTRATION FORM

Please complete one form per participant. Confirmation of your registration will be emailed.

COURSE DETAILS

Course Code: NBL
Course Date: _____

PARTICIPANT DETAILS

Prefix: Mr / Ms / Mrs / Dr / Other:
First Name: _____
Last Name: _____
Position: _____
Organisation Name: _____
Address: _____
Suburb: _____ Post Code: _____
Telephone: ()
Mobile: _____
Email: _____
Email Updates: ☐ Please add me to Justitia's email list
Dietary Requirements: _____

PAYMENT DETAILS

Payment can be made by cheque or credit card. If paying by cheque, please make your cheque payable to 'Justitia'. If paying by credit card, please complete the following section. We request you post or fax this registration form with payment.

Credit Card Type: ☐ VISA ☐ MasterCard
Cardholder Name: _____
Credit Card Number:

| | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

Expiry Date: Month: _____ / Year: _____
Course Fee: \$ _____ (Normal Fee \$500 / Early Bird \$450)

CANCELLATION POLICY

We will refund your total course fee if you give us 5 or more days' notice of your cancellation. We will not refund your course fee if you notify us of the cancellation less than 5 days prior to the training day. Alternatively, you will be given the opportunity to indicate that another person from your organisation will attend in your place. We ask that you inform us of this before the training day. We may sometimes need to reschedule or cancel courses due to unforeseen circumstances. In that instance, we will offer you the option of a total refund of your course fee, or, if that course is deferred to a later date, a transfer of your booking to the later date.

Fax Registration Form to:
(02) 6169 4480