

2021 AHEIA TRAINING CALENDAR

Programs designed for university staff

FOUNDATIONAL INDUSTRIAL RELATIONS

Workplace Relations Fundamentals

AHEIA's foundational program introduces the higher education industrial landscape, including underlying legal concepts, the various industrial instruments and the practical application of both. Recommended for all HR/IR staff new to the sector and managers wishing to refresh their IR knowledge.

Member - \$95 Non Member - \$1295

Triage

Recommended for all HR staff that need to respond to conflict, inappropriate behaviour and complaints, often when tensions are high and the pressure is on to take action. In this practical training program delivered in partnership with Worklogic we explore the causes of conflict, ways to minimise it and how to assess and respond to complaints quickly and effectively.

Member - \$395 Non Member - \$595

Introduction to Workplace Investigations

Recommended for staff who need to know what is involved in conducting an effective workplace investigation, or who are responsible for appointing and instructing external and internal investigators. This workshop delivered in partnership with Worklogic provides an overview of the investigation process, key steps and key principles, including the importance of natural justice and procedural fairness.

Member - \$395 Non Member - \$595

ADVANCED INDUSTRIAL RELATIONS

Conducting Effective Workplace Investigations

Whether you are a HR professional, manager or compliance officer, you may need to conduct a workplace investigation in the future, or already have conducted one. This practical program delivered in partnership with Worklogic gives you the knowledge and skills required to conduct an effective, fair and legally sound workplace investigation.

Member - \$895 Non Member \$1095

Drafting Allegations Masterclass

Clear and precise allegations form the foundation for an effective and procedurally fair workplace investigation. Participants will be coached through several complaint scenarios based on de-identified real cases. This workshop delivered in partnership with Worklogic is recommended for Managers and HR practitioners who wish to become proficient at drafting allegations.

Member - \$395 Non Member - \$595

Effective Investigative Interviewing

Whether you need to conduct interviews in an in-house workplace investigation, or an important conversation with an employee, knowing how to elicit the most reliable information through investigative interviewing, and how to record the information gathered, is crucial. This workshop delivered in partnership with Worklogic is recommended for HR professionals, Managers, Compliance Officers and Investigators.

Member - \$395 Non Member - \$595

Managing Ill & Injured Workers

Designed for senior HR/IR practitioners, this workshop facilitated by an AHEIA Workplace Relations Consultant addresses key issues regarding the management of ill and injured employees. Working through a complex case study you will develop the skills and knowledge to discharge your role effectively, including: what questions you can ask of which people and when; tips on managing staff who present as unfit for work, and supporting their manager.

Member - \$245 Non Member - \$495

Performance and Misconduct

Designed for senior HR/IR practitioners, this workshop facilitated by an AHEIA Workplace Relations Consultant supports a university culture of respect and civility. Working through a complex case study you will gain practical skills in applying university policy and process to complex performance and misconduct matters.

Member - \$245 Non Member - \$495

LEADERSHIP & CULTURE

The 5 Choices of Extraordinary Productivity[®]

Recommended for all university staff, this Franklin Covey program combines timeless principles with current neuroscience research to help better manage decisions, attention, and energy to consistently make choices that give the greatest return on time. Participants will learn to apply a process that will dramatically increase their ability to achieve their highest priorities in the midst of unprecedented distractions.

Member - \$495 Non Member - \$695

Leading Team Success

Recommended for new and emerging line managers or those wanting to refresh their leadership skills, this program will help you understand and adapt your leadership skills to motivate individuals and teams for success. You will be supported with pre and post program resources and activities as well as individual coaching throughout the program. Topics include: Team Dynamics, Leading High-Performance Teams, Managing Performance and Difficult Conversations.

Member - \$495 Non Member - \$695

Accidental Counsellor

Recommended for all university staff who find themselves as 'a counsellor by chance'. This program delivered in partnership with Lifeline Harbour to Hawkesbury covers how to 'Recognise' when another person is in crisis, how to 'Respond' in an appropriate compassionate and empowering way, and how to 'Refer' for ongoing support.

Member - \$145 Non Member - \$290

N.B. all prices listed exclude GST



2021 AHEIA TRAINING CALENDAR

FOUNDATIONAL INDUSTRIAL RELATIONS

Workplace Relations Fundamentals

10 & 11 March - Melbourne
28 & 29 April - Virtual Workshop
3 & 4 August - Perth
10 & 11 August - Adelaide
18 & 19 August - Brisbane
24 & 25 August - Sydney
15 & 16 September - Virtual Workshop

Triage

11 May - Virtual Workshop
17 August - Virtual Workshop

Introduction to Workplace Investigations

27 May - Virtual Workshop
31 August - Virtual Workshop

ADVANCED INDUSTRIAL RELATIONS

Conducting Effective Workplace Investigations

9 & 10 June - Virtual Workshop

Drafting Allegations Masterclass

24 June - Virtual Workshop

Effective Investigative Interviewing

22 July - Virtual Workshop

Managing Ill & Injured Workers

13 April - Virtual Workshop
28 September - Virtual Workshop

Performance & Misconduct

14 April - Virtual Workshop
29 September - Virtual Workshop

LEADERSHIP & CULTURE

The 5 Choices of Extraordinary Productivity[®]

22 April - Melbourne
6 May - Virtual Workshop
13 May - Brisbane
18 May - Sydney
1 June - Perth
3 June - Adelaide
14 September - Virtual Workshop

Leading Team Success

4 March - Sydney #
17 March - Virtual Workshop Commences*
14 July - Melbourne #
21 July - Brisbane #
28 July - Adelaide #
30 July - Perth #
19 August - Virtual Workshop Commences*

Including post program 2 hour virtual consolidation workshop

* 4 x 2.5 hour weekly sessions

Accidental Counsellor

11 March - Sydney
30 March - Virtual Workshop
2 September - Virtual Workshop



NOT TO BE MISSED!

HR POLICY FORUM

16 & 23 MARCH

A virtual event exploring leading practice in HE people policies.

Facilitated by Dr Kai Jensen

COMING TO 2021

DARE TO LEAD™

"Engage your head and heart - lead bravely - accomplish great results"

Based on the research of Brené Brown



Contact us if you would like any of these programs delivered at your university. Find out more - www.aheia.edu.au/training - training@aheia.edu.au or 03 8611 0504