

# AFEI TRAINING COURSE PLANNER 2010

COURSE NAME	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<b>Human Resources and Employer Compliance</b>											
Review Human Resources Functions (2 days)			19, 20				18, 19			11, 12	
Recruit, Select and Induct Staff (2 days)		8, 9				7, 8			14, 15		
Implement Industrial Relations Procedures (2 days)	25, 26				8, 9			13, 14			
Manage Industrial Relations (3 days)						12, 13, 14					
Introduction to Workplace Relations (1 day)	9				24			1			
Introduction to OHS & Workers Comp (1/2 day)	10				25			2			
Preventing Discrimination & Harassment in the Workplace (1/2 day)	10				25			2			
Conducting Performance Appraisals (1 day)		5					10				9
<b>Management and Team Leadership</b>											
Effective Supervision and Team Leadership I (2 days)	15, 16	29, 30	20, 21	27, 28	28, 29	21, 22	24, 25	23, 24	25, 26	24, 25	
Effective Supervision and Team Leadership II (2 days)			29, 30			27, 28			18, 19		
Effective Supervision and Team Leadership III (2 days)					17, 18					4, 5	
Show Leadership in the Workplace (2 days)				11, 12						17, 18	
Implement and Facilitate Continuous Improvement (2 days)							2, 3				
Manage Workforce Planning (2 days)								20, 21			
Managing Performance (2 days)					10, 11				12, 13		
Assertive Behaviour and Conflict Resolution (2 days)				3, 4					7, 8		
Develop and Manage Work Priorities and Development (1 day)	22				7					1	
Establish Effective Workplace Relationships (1 day)				5					11		
Develop Teams and Individuals (1 day)						1					1
Customer Service Skills (1 day)			22					6			
Time Management (1 day)	18					19				9	
Telephone Techniques and Positive First Time Impressions (1 day)	23				3				28		
Negotiation Skills (1 day)		23							21		
Essential Selling Skills (2 days)		15, 16						22, 23			
Professional Presentation Skills (1 day)			23						20		
Networking Skills (1 day)				18						25	
Implement and Manage Operational Plan (2 days)			15, 16					7, 8			
Manage Projects (2 days)		4, 5						16, 17			
Running Effective Meetings (1 day)	8						6				
Coaching and Mentoring (1 day)				26					18		
Effective Communication Skills (1 day)	17						16				
Personal Influence Skills (1 day)				10						30	
<b>Occupational Health and Safety</b>											
OHS Risk Management (2 days)	11, 12	16, 17	7, 8		21, 22	29, 30	31	1	6, 7	15, 16	
OHS Fundamentals (4 days)		4, 11, 18, 25			2, 9, 16, 23				1, 8, 15, 22		
OHS Consultation for Workplace Committee Members and OHS Representatives (4 days)	2, 3, 9, 10	1, 8, 15, 22	12, 13, 14, 15	5, 6, 12, 13	3, 10, 17, 24	12, 13, 14, 15	4, 5, 11, 12	7, 14, 21, 28	11, 12, 13, 14	3, 4, 10, 11	6, 7, 8, 9
OHS Committee Refresher Training (1 day)				7						8	
OHS Workplace Committee Chairperson Course (1 day)					4						1
Manual Handling Employee Awareness (1/2 day)		12			25			9			
Introduction to Return to Work Coordination (2 days)		2, 3				1, 2				22, 23	
Incident Investigation (2 days)				24, 25					26, 27		
Manage Plant Hazards (2 days)						20					2
Develop and Evaluate OHS Management Systems (3 days)		29, 30, 31					18, 19, 20				
Principles of Ergonomics and Safe Design (2 days)			29, 30					29, 30			
Apply Principles of Occupational Health and Hygiene (2 days)					28, 29					17, 18	
Crisis Management (2 days)						5, 6					
Conduct an OHS Audit and Evaluate OHS Performance (2 days)		9, 10				7, 8			28, 29		
OHS Risk Management Awareness for Supervisors (1 day)			28						21		
Writing Safe Work Method Statements (1/2 day)	17			10			26				3
<b>Community Services</b>											
Managing Staff in the Community Sector (1 day)	23			17				9			
Performance Management & Improving Staff in the Community Sector (1 day)	24			18				10			
Strategic Governance & Management Sustainability for Not For Profit Services in the Community Sector (1 day)		18				15				29	
The Board & Management Partnership - Governance for a Not For Profit Organisation (1 day)		19				16				30	
<b>TAA</b>											
Train the Trainer (3 days)		23, 24, 25		25, 26, 27			10, 11, 12			8, 9, 10	
VET Context (3 days)						20, 21, 22					
Workplace Learning (2 days)									19, 20		
Design Learning (2 days)								2, 3			
Workplace Assessing (3 days)											6, 7, 8
<b>Computer Courses</b>											
Introduction to Word for Windows (2 days)				3, 4			3, 4			1, 2	
Advanced Word for Windows (2 days)	15, 16				21, 22					15, 16	
Introduction to Excel (2 days)			12, 13				16, 17			23, 24	
Advanced Excel (2 days)	1, 2				1, 2		30, 31				

## Solutions for your workplace

We offer a wide range of workplace consulting services on the following subjects:

- ▶ Agreements
- ▶ Awards
- ▶ Discrimination
- ▶ Dismissal
- ▶ Disputes
- ▶ Harassment and bullying
- ▶ Hiring and recruitment
- ▶ Leave entitlements
- ▶ Legal services
- ▶ OHS
- ▶ Paying wages
- ▶ Redundancy
- ▶ Training
- ▶ Unions
- ▶ Workers compensation
- ▶ Workplace policies



# 2010

## Workplace Services and Training Planner