

An aerial, high-angle photograph of a modern office space. The floor is light-colored wood or stone. Several groups of people are seated around round, light-colored wooden tables. They are working on laptops, some with papers and coffee cups. The lighting is soft, with a few pendant lights hanging from the ceiling. The overall atmosphere is professional and collaborative.

# RESPECT IN THE WORKPLACE

## ESSENTIAL TRAINING FOR YOUR TEAM

EVANS FAULL  
Your HR Solutions Partner



# TRAINING OVERVIEW

In recent times, there has been a number of high profile cases of sexual harassment and bullying play out in the public arena. In each case, public discussions raise the important point; what was being done to prevent this inappropriate behaviour from occurring in the first place.

Movements such as #timesup and #metoo underpin the cultural shift that is now well underway, which is why today more than ever, employees are less likely to tolerate inappropriate behaviour in the workplace.

Business leaders almost always have the right intent to create a respectful and safe work environment, yet often lack the knowledge and expertise to ensure this intent becomes a reality. But now there is no excuse!

With the recent changes to the *Sex Discrimination Act* and *Fair Work Act*, you now have a 'positive duty' to ensure your workplace is free from all forms of unacceptable behaviour.

If your employees don't understand their obligations and subsequently act inappropriately, your business could be at risk, which is why expertly developed training programs are an essential supplement to having robust policies and procedures.

**Respect in the Workplace** is a well-rounded and interactive program, designed to provide you and your team with the skills and knowledge required to create and contribute to a positive workplace culture, where employees feel safe, valued and respected.

Our experienced, qualified trainers will deliver personalised training programs designed to ensure participants achieve the required level of knowledge and understanding, while providing practical guides in how this information can be applied in your workplace.

I encourage you to [contact us](#) with any queries you may have regarding this training.

Amanda Evans

**Founder & Director**

## EVANS FAULL TRAINING FEEDBACK

*"I feel it was a positive step forward for the company and one that is needed"*

*"Session was engaging and important to refresh on best workplace practices"*

*"I felt the presenter got the message across to ensure all attendees really understood"*



# RESPECT IN THE WORKPLACE: LEADER TRAINING

## Overview

This workshop provides your leaders with the expertise and knowledge required to lead, cultivate & sustain a positive workplace environment, where employees feel safe, valued and respected.

## Audience

This program has been designed for Senior Leaders and Managers, to meet your 'positive duty' obligations.

## Program Content

- What are the characteristics of a respectful workplace and how you can create it.
- The importance of Diversity and Inclusion.
- The laws that promote fairness and safety.
- What is Equal Employment Opportunity.
- Defining Discrimination, Harassment and Bullying.
- Preventing Harassment and Bullying.
- Defining Sexual Harassment.
- The Respect@Work report and sexual harassment in Australian workplaces.
- Your 'positive duty' obligations (the 7 standards).
- Strategies to prevent Sexual Harassment.
- The impact of unacceptable behaviours at work.
- How to handle an incident or complaint.

## Learning Outcomes

- Appreciate the need for values-led leadership.
- Understand the legislation and your organisation's 'positive duty' obligations.
- Be clear on your responsibility as a Leader.
- Increase diversity and inclusion in the workplace.
- Understand the impact of disrespectful behaviour.
- Understand direct & indirect Discrimination.
- Understand & identify behaviour that is Harassment.
- Understand what Sexual Harassment is and the potential risk areas.
- Understand what Bullying is and how to prevent it.
- How to proactively 'lead by example' and create a respectful work environment.
- Address inappropriate workplace behaviour and deal effectively with any complaints.

## Delivery

### Virtual (via Zoom)

Session length: 1.5 hour

Investment: \$1,980 (excl. GST) per session\*

### Your Office

Session length: 2 hours

Investment: \$2,780 (excl. GST) per session\*

*\*Maximum participant numbers apply*

# RESPECT IN THE WORKPLACE: EMPLOYEE TRAINING

## Overview

This training session provides employees with the skills and knowledge required to contribute to and maintain a positive workplace culture, where employees feel safe, valued and respected.

## Audience

This session has been designed for all employees within your organisation, to comply with your 'positive duty' obligations.

## Program Content

- Overview of the legislation that keeps your team safe at work.
- Understanding direct & indirect Discrimination.
- What is Harassment?
- Sexual Harassment and the law.
- Preventing Harassment and Sexual Harassment.
- What is (and is not) Bullying?
- Why respect and inclusion are important.
- What does respect look like in your workplace.
- What to do if you experience or are aware of an incident.
- Resolution pathways and support options.

## Learning Outcomes

- Identify the behaviours that create a respectful & inclusive work environment.
- Reinforce company values and the behaviours that support them.
- Understand the value and importance of diversity & inclusion.
- Understand the laws that keep you and others safe.
- Identify acceptable and unacceptable behaviours.
- Understand the consequences of unacceptable workplace behaviour.
- Understand your rights & obligations as employees.
- Reflect on how you can contribute to a respectful workplace.

## Delivery

**Virtual** (via Zoom)

**Session length:** 1 hour

**Investment:** \$1,680 (excl. GST) per session\*

**Your Office**

**Session length:** 1.5 hours

**Investment:** \$2,480 (excl. GST) per session\*

\* Maximum participant numbers apply



## ABOUT US

We are an experienced and dedicated team of HR and training specialists who understand the unique people challenges that small and medium businesses face. We provide flexible and cost-effective HR solutions, tailored for your business, and delivered by caring experts who are committed to achieving positive outcomes.

Our team, headed by Directors, Amanda Evans and Bill Faull, brings a broad range of knowledge and experience, gained from providing HR solutions to businesses across a diverse range of industries.

We're proud to have provided training for...

