

NTPS: APPROPRIATE WORKPLACE BEHAVIOUR

This course examines what actually constitutes appropriate and inappropriate workplace behaviour – focusing on the Northern Territory Public Service governance framework, organisational values, issues around bullying and harassment and the promotion of a positive workplace culture. Participants are assisted in understanding their rights and obligations in regards to appropriate workplace behaviours and building strategies and capabilities for managing and preventing unacceptable workplace behaviour.

A critical part of any organisation’s ‘reasonable steps’ in providing a safe workplace is the provision of appropriate anti-bullying, harassment and discrimination training. It demonstrates that the organisation is actively informing their staff, managers and senior management about what types of behaviour constitutes unlawful bullying, discrimination and harassment.

COURSE AGENDA

- Terminology: Appropriate Workplace Behaviour; Discrimination; Sexual discrimination; Harassment and Bullying. What does each one look like, and what is the difference between them.
- The rights and obligations of team members and managers within the NTPS.
- Governance: Code of Conduct; Employment Instructions; NTPS Values and what they look like in the workplace.
- Current statistics and cases demonstrating the impact of inappropriate workplace behaviour and the need to take a proactive approach to managing it.
- Practical scenarios: What is appropriate and what is not.

COURSE DETAILS

Delivery duration	1/2 day course (4 hours)
Delivery style	Face-to-face workshop facilitated by an Accrete team member including: presentation and facilitated discussion.
Location	Venue to be provided by the client.
Cost	\$1,650, regardless of participant numbers. Course materials are provided by Accrete at a cost of \$25 per participant.
Participant numbers	Maximum: 20
Tailored option	Yes. Please contact us to speak with a facilitator. To provide a tailored course we will generally meet with you to discuss your needs, the specific outcomes you are seeking, and to identify any relevant policies or procedures that should be referred to during the workshop. Tailoring of workshops incurs a development cost. Our facilitators will be able to provide you with a quote for these costs once the range of required tailoring has been determined.

November, 2018