

# Preparing *employees* for growth

At Business Chamber Queensland we know business matters. That's why we've developed a suite of comprehensive training courses that allow you to quickly and cost-effectively keep you and your employees safe, compliant and ready to grow as your business grows.

Choose from 8 bundles of courses\*, covering more than 80 topics ranging from alcohol and drugs in the workplace, to office and workspace ergonomics, to recognising and rewarding performance.

The benefits of the program include:

- 1. Improved compliance** – lower your costs and legal risks by delivering the basic training required by law.
- 2. Cost efficiency** – a simple pricing system of \$25 per course, with a discount of up to 40% when purchased as part of a bundle (full details of bundles are contained on page 2). There are no set up costs or monthly fees.
- 3. Convenience** – courses can be completed anywhere, anytime on a desktop or tablet device.
- 4. Employee value** – opportunities for self-directed individual and team development.
- 5. Leadership development** – train your current, and next generation of leaders to step up and take the pressure off you.
- 6. Build team culture** – through the recruitment and retention of top performers.

## KEY FEATURES:

- Enrol employees yourself, or we do it for you.
- Choose from existing bundles or build your own to suit the individual needs of your business.
- No need for instructions or guides – if your employees can click a mouse, they can do this training!
- Cloud-based platform so there's no need for IT activity or approvals.
- Set permissions allowing managers to keep track of who has completed allocated modules.

## FEATURED BUNDLES:

Essential 5 (Compliance)	\$100 per person	Improving Employee Skills	\$100 per person
Conduct for Employees	\$250 per person	Improving Management Skills	\$400 per person
Conduct for Managers	\$250 per person	Workplace Health and Safety for Employees	\$150 per person
Diversity	\$100 per person	Workplace Health and Safety for Managers	\$150 per person

\* Business Evolve members receive the Essential Five as part of their annual membership.

# Training bundles and course list

Bundle	Course Title	
<b>Essential 5</b> <b>\$100 per person</b> <b>Save 20%</b>	<ul style="list-style-type: none"> <li>Alcohol and drugs in the workplace</li> <li>Anti-bullying and anti-harassment for employees (AU)</li> <li>Communicating effectively in the workplace</li> </ul>	<ul style="list-style-type: none"> <li>Ethics: Introduction to workplace ethics</li> <li>WHS fundamentals for employees (AU Model Laws)</li> </ul>
<b>Conduct for Employees</b> <b>\$250 per person</b> <b>Up to 33% off</b>	<ul style="list-style-type: none"> <li>Alcohol and drugs in the workplace</li> <li>Anti-bullying and anti-harassment for employees (AU)</li> <li>Anti-money laundering (AU)</li> <li>Communicating effectively in the workplace</li> <li>Conflict of interests</li> <li>Equal employment opportunity for employees</li> <li>Ethics: Common workplace issues</li> <li>Ethics: Employees and workers</li> <li>Fraud and corruption awareness and prevention</li> <li>Gender equality in the workplace</li> </ul>	<ul style="list-style-type: none"> <li>Information Security: Employee awareness</li> <li>Information Security: Phishing awareness</li> <li>Information Security: Social Media</li> <li>IT security while working from home</li> <li>Mental health awareness for employees</li> <li>Modern slavery awareness for employees</li> <li>Privacy in the workplace (AU)</li> <li>Sexual harassment awareness for employees (AU)</li> <li>Understanding and avoiding unconscious bias for employees</li> <li>Whistleblowing awareness for employees</li> </ul>
<b>Conduct for Managers</b> <b>\$250 per person</b> <b>Up to 33% off</b>	<ul style="list-style-type: none"> <li>Anti-bullying and anti-harassment for managers (AU)</li> <li>Communicating effectively in the workplace</li> <li>Conflict of interests</li> <li>Equal employment opportunity for managers</li> <li>Ethics: Leaders and managers</li> <li>Ethics: Common workplace issues</li> <li>Fraud and corruption awareness and prevention</li> </ul>	<ul style="list-style-type: none"> <li>Gender equality in the workplace</li> <li>Mental health awareness for managers</li> <li>Modern slavery awareness for managers</li> <li>Privacy in the workplace (AU)</li> <li>Privacy in the workplace and recruitment (AU)</li> <li>Sexual harassment awareness for managers (AU)</li> <li>Understanding and avoiding unconscious bias for managers</li> </ul>
<b>Diversity</b> <b>\$100 per person</b> <b>Save 33%</b>	<ul style="list-style-type: none"> <li>Diversity Awareness: Introduction</li> <li>Diversity Awareness: Culturally and linguistically diverse</li> <li>Diversity Awareness: Aboriginal &amp; Torres Strait Islander peoples</li> </ul>	<ul style="list-style-type: none"> <li>Diversity Awareness: Disability</li> <li>Diversity Awareness: LGBTIQ+</li> <li>Diversity Awareness: Taking Action</li> </ul>
<b>Improving Employee Skills</b> <b>\$100 per person</b> <b>Up to 20% off</b>	<ul style="list-style-type: none"> <li>Building strong working relationships</li> <li>Communicating effectively in the workplace</li> <li>Communicating with management and key stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>Managing and resolving conflict</li> <li>Professional business writing skills</li> </ul>
<b>Improving Management Skills</b> <b>\$400 per person</b> <b>Up to 20% off</b>	<ul style="list-style-type: none"> <li>An introduction to management</li> <li>The fundamentals of great leadership</li> <li>Transitioning from employee to manager</li> <li>Coaching and developing staff</li> <li>Communicating effectively in the workplace</li> <li>Communicating with management and key stakeholders</li> <li>Delegating as a manager or leader</li> <li>Discussing performance with staff</li> <li>Five key skills for great leadership</li> <li>Holding productive 1-on-1 meetings with your team</li> </ul>	<ul style="list-style-type: none"> <li>Managing and resolving conflict</li> <li>Managing staff training for success</li> <li>Managing staff underperformance</li> <li>Managing teams for better performance</li> <li>Motivating your staff and teams</li> <li>Professional business writing skills</li> <li>Recognising and rewarding staff performance</li> <li>Recognising misconduct, poor performance and absenteeism</li> <li>Team culture: Overview</li> <li>Team culture: Assessing and Managing</li> </ul>
<b>Workplace Health and Safety for Employees</b> <b>\$150 per person</b> <b>Save up to 40%</b>	<ul style="list-style-type: none"> <li>WHS fundamentals for employees (AU Model Laws)</li> <li>Driver safety</li> <li>Duty of care for employees</li> <li>General evacuation training</li> </ul>	<ul style="list-style-type: none"> <li>Injury management for employees</li> <li>Managing slip and trip hazards</li> <li>Manual handling safety</li> <li>Office and workspace ergonomics</li> <li>Risk management for workers</li> </ul>
<b>Workplace Health and Safety for Managers</b> <b>\$150 per person</b> <b>Save up to 40%</b>	<ul style="list-style-type: none"> <li>WHS fundamentals for managers (AU Model Laws)</li> <li>Driver safety</li> <li>Duty of care for managers</li> <li>General evacuation training</li> <li>Injury management for managers</li> </ul>	<ul style="list-style-type: none"> <li>Managing slip and trip hazards</li> <li>Manual handling safety</li> <li>Office and workspace ergonomics</li> <li>Risk management for workers</li> <li>Workplace incident investigation</li> </ul>

**Contact Business Chamber Queensland Workplace Advisory Services Team**

For further information or assistance regarding the training call 1300 135 822 or email at [advice@businesschamberqld.com.au](mailto:advice@businesschamberqld.com.au)