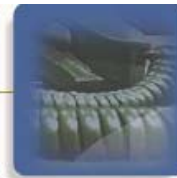




Livingstones
AUSTRALIA



Livingstones Training Courses

Our training program can either be accessed via our public program or by arranging for an in-house course specifically tailored for your organisation. Livingstones Consultants are regularly engaged by our clients to deliver tailored instructional training programs on the many different disciplines of people management.

Whether your organisational objective is developmental or compliance oriented, we can modify an existing program or develop one specifically for you.

Industrial Relations	Course Duration	Investment (inc GST)
Advocacy for the Non-Advocate	½ Day	\$440.00
After the Dismissal – Skills for Navigating the Conciliation Process	1 Day	\$990.00
Conducting Disciplinary & Dismissal Interviews	½ Day	\$440.00
Effective Handling of Discipline	1 Day	\$770.00
Effective Performance Counselling Skills	½ Day	\$440.00
Employment Law Essentials for Managers	½ Day	\$440.00
Good Faith Negotiation Skills	2 Days	\$1450.00
Investigation Skills for the Public Sector	1 Day	\$770.00
Making Enterprise Agreements	½ Day	\$440.00
Managing Employee Absenteeism	½ Day	\$440.00
Payroll Essentials	½ Day	\$440.00
Privacy & Confidentiality in the Workplace	½ Day	\$440.00
Tips for Tackling the Tough Conversations	1 Day	\$770.00
To Act or Not to Act – The Challenge of Managing Ill or Injured Employees	1 Day	\$770.00
Understanding Worker's Compensation	½ Day	\$440.00
Understanding Workplace Harassment & Discrimination	½ Day	\$440.00
WH&S - Do you know your obligations?	½ Day	\$440.00
Workplace Investigations - Private Sector	1 Day	\$770.00

Human Resources	Course Duration	Investment (inc GST)
Maximising HR – It is so much more than “Just an Overhead”	1 Day	\$770.00
Proactive People Management	1 Day	\$770.00
Proactive Stress Management	1 Day	\$770.00

Organisational Development	Course Duration	Investment (inc GST)
Advanced Coaching Skills	1 Day	\$770.00
Coaching for Performance in the Workplace	1 Day	\$770.00
Developing High Performing Teams	1 Day	\$770.00
Grow Your Emotional Intelligence	1 Day	\$880.00
Leadership Development	1 Day	\$770.00
People Management Skills for the New Supervisor	1 Day	\$770.00

For courses scheduled to run within the next 6 months please refer to our [calendar](#).

To express your interest in any of the courses above please contact: <mailto:solution@livingstones.com.au>