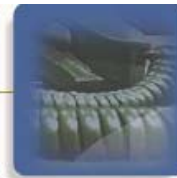




Livingstones
AUSTRALIA



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)
Conducting Disciplinary & Dismissal Interviews	1/2 Day	\$ 440.00
Effective Handling of Discipline	1 Day	\$ 770.00
Effective Performance Counselling Skills	1/2 Day	\$ 440.00
Good Faith Negotiation Skills	1 Day	\$ 770.00
Investigation Skills for the Public Sector	1 Day	\$ 770.00
Managing Employee Absenteeism	1/2 Day	\$ 440.00
Payroll Essentials	1/2 Day	\$ 440.00
Privacy & Confidentiality in the Workplace	1/2 Day	\$ 440.00
Strategies for Tackling the Tough Conversations	1 Day	\$ 770.00
Understanding Worker's Compensation	1/2 Day	\$ 440.00
Understanding Workplace Harassment & Discrimination (1st Half)	1/2 Day	\$ 440.00
Dealing with Workplace Harassment & Discrimination (2nd Half)	1/2 Day	\$ 440.00
Combined as a full day.	1 Day	\$ 770.00
WH&S - Do you know your obligations or are you a candidate for 3 years jail?	1/2 Day	\$ 440.00
Workplace Agreement Making	1/2 Day	\$ 440.00
Workplace Investigations - Private Sector	1 Day	\$ 770.00

Human Resources	Course Duration	Investment (inc GST)
Proactive People Management	1 Day	\$ 770.00
Proactive Stress Management	1 Day	\$ 770.00
Welcome Aboard - Recruitment Strategies for Growing your Organisation's People Capability.	1 Day	\$ 770.00
Effective Time Management	1 Day	\$ 770.00
Leadership Development	1 Day	\$ 770.00
Developing High Performing Teams	1 Day	\$ 770.00
Grow Your Emotional Intelligence	1 Day	\$ 880.00

Business Skills for Managers and Supervisors		Investment (inc GST)
Coaching for Performance in the Workplace	1 Day	\$ 770.00
Employment Law Essentials for Managers	1/2 Day	\$ 440.00
Advanced Coaching Skills	1 Day	\$ 770.00
Managing Across the Generations	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:msolution@livingstones.com.au>