



training anywhere, anytime – at your own pace

iCourses Training Pty Ltd - Level 1, 450 St Kilda Rd Melbourne VIC 3004  
info@icourses.com.au www.icourses.com.au Ph (03) 8807-0100

# Workplace bullying and other unacceptable workplace behaviours

## Online Training Program including Online Survey and Assessment

### WHAT DOES THE PROGRAM INVOLVE?

Online training and assessment for all (or a selection) of your employees covering:

- Recognising, preventing and dealing with unacceptable workplace behaviours

The program includes:

- Assessment and certification on completion of course
- Provision of data for all successful completions (names and dates)
- Ability to customise content to your organisation's needs (photos, logos, policies etc)
- Online survey including provision of summarised data and benchmarking statistics
- Student workbooks

### WHY SHOULD MY ORGANISATION UNDERTAKE THIS PROGRAM?

Under OHS legislation, you are legally obligated to prevent and protect your employees from unacceptable workplace behaviours. This program helps you fulfil this obligation by providing flexible and consistently delivered training (based on 2003 WorkSafe Victoria Guidance Note 'Prevention of Bullying and Violence at Work' and Human Rights Commission Information) for **all employees** at your workplace at an affordable cost.

*"Workplace bullying and occupational violence can affect employees and organisations in a number of ways. The effects can range from actual psychological and physical injuries to reduction in employee productivity. Employers have legal responsibilities to do as much as is practicable to eliminate or reduce risks to employees' health and safety. Employees also have legal responsibilities regarding how they act towards others in the workplace. Employee participation is a key element in an effective health and safety management system. Employees are more likely to support actions to improve health and safety if they understand and contribute to those actions."*

**'Prevention of Bullying and Violence at Work' 2003 WorkSafe Victoria Guidance Note.**

Benefits of the program include:

- A means of assessing the understanding of the message and the learning
- Ability to retrieve data about bullying and the program itself and the ability to compare this data with general data from other participating organisations. You can also track improvements over following years.
- Flexibility and ease of delivery – i.e. employees can log in at any time and there is no limit to how many can undertake the course at the same time.

### CAN I TRIAL THE PROGRAM?

Yes. Email [info@icourses.com.au](mailto:info@icourses.com.au) and you will receive a log in code to trial the course.

### WHAT WILL THE PROGRAM COST?

#### Introductory Offer inc GST

1 user	\$88
2 – 10 users	\$45 per head
11 – 20	\$37 per head
21 – 142	\$35 per head
From 143 persons	\$5000 unlimited access 12 months

### HOW LONG SHOULD IT TAKE EACH STUDENT?

Students should be able to complete the course in 1 to 2 hours.



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# iCourses General Information

## WHAT IS iCOURSES?

iCourses is an online learning company offering training solutions targeting the knowledge and practices of workers and the community in relation to wellbeing, health and safety.

## WHAT DO WE DO?

iCourses engages experts in subject matter, adult learning principals and online learning methods to deliver highly effective and targeted learning products.

We provide training based on the perfect combination of delivery channels and training activities. We believe this results in the highest business impact for the optimum resource commitment. The end result – faster time to competence, more effective learning outcomes and a cost-effective training solution. The delivery mode enhances access and flexibility of training provision which does not compromise the quality of outcome.

## WHAT COURSES ARE CURRENTLY AVAILABLE AND WHAT IS THE COST?

OHS General Courses		
1	Initial OHS Course (covering modules 2 – 6)	\$660
General Course - stand alone modules		
2	OHS Legislation Module	\$220
3	OHS Management Systems Module	\$220
4	OHS Risk Assessment Module	\$220
5	OHS Incident Management Module	\$220
6	OHS Consultation Module	\$220
Specialised Courses		
Courses 8,9 and 10 include online surveying providing valuable data for participating organisations		
7	Handling bomb threats	\$110
8	Workplace bullying and other unacceptable workplace behaviours	\$88
9	Skin cancer and outdoor work - working safely in the sun (in partnership with The Cancer Council)	\$88
10	'Let's stamp out bullying for schools'	\$22

\* Quoted costs are GST inclusive and are subject to change, current as at October 2007

## ARE THERE VOLUME DISCOUNTS?

### Courses 1 - 7

Bookings of 2 persons at one time will receive a 10% discount. Bookings of 3 or more at one time will receive a 20% discount

### Courses 8 - 9

1 user \$88  
 2 – 10 users \$45 per head  
 11 – 20 \$37 per head  
 21 – 142 \$35 per head  
 From 143 persons \$5000 unlimited access 12 months  
 Survey only (free with 'Let's stamp out bullying' course) \$3.30 each

### Course 10

1 user \$22  
 2 – 10 users \$11 per head  
 11 – 50 \$8.80 per head  
 51 – 100 \$6.60 per head  
 101 – 600 \$5.50 per head  
 From 601 persons \$3300 unlimited access 12 months

Discounts cannot be used in conjunction with any other special offers.  
 Volume discounts and licences can be arranged on an individual basis

ENQUIRIES info@icourses.com.au