

Preparing employees for growth

At Business Chamber Queensland we know business matters. That's why we've developed a suite of online 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 online 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 online 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.

Online training bundles and course list

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

Contact Business Chamber Queensland Workplace Advisory Services Team

For further information or assistance regarding our online training program call 1300 135 822 or email at advice@businesschamberqld.com.au