

The **Workplace Essentials Series** supports organisations in meeting their legal obligations to provide a safe workplace. The compliance-based training is designed to be engaging and concise, ensuring team members complete the training and gain valuable insights to help them perform better at work.

With practical and relatable content to suit all businesses, we make it easy for your employees to understand their role in creating a positive workplace culture and preventing unlawful conduct. By addressing these critical topics proactively, your business is meeting its positive duty to provide a safe workplace.

Let us take compliance training off your to-do list by providing you with a powerful tool for creating a safer, more respectful and compliant workplace for everyone.

01

## A Compliant Workplace

Gives employees an understanding of basic workplace expectations, common policies and ethical behaviour.



- Employee and employer obligations
- Acceptable behaviours
- Policies and procedures
- Ethical behaviour
- Conflict of interest

02

## A Respectful Workplace

Teaches employees to recognise and eliminate poor workplace behaviours like bullying and sexual harassment, to create and maintain a respectful work environment.



- Workplace bullying
- Discrimination
- Sexual harassment
- Appropriate responses and support

03

## A Safe Workplace

Explores workplace health and safety (WHS) responsibilities to ensure a safe and healthy workplace, both physically and mentally.



- Employee and employer responsibilities
- Recognising and managing common workplace hazards
- Manual handling and ergonomics
- How to stay mentally healthy at work

04

## A Secure Workplace

Raises awareness of cyber safety and keeping your online presence secure.



- Importance of cybersecurity in the workplace.
- Identify common cyber threats such as phishing and business email scams.
- Learn practical tips for a secure workplace.

05

## An Inclusive Workplace

Helps establish an inclusive workplace that promotes diversity and equity, reduces bias, and empowers employees to actively participate in inclusive practices.



- Importance of diversity and inclusion
- Inclusive communication and other inclusive practices
- Benefits and barriers to inclusivity

06

## A Resilient Workplace

Builds resilience at work with practical tips to manage stress and prevent burnout.



- Define resilience and its relevance to workplace wellbeing
- Identify workplace stressors
- Practical techniques for managing stress
- Recognise and prevent burnout



- Modules can be completed on any mobile device or PC
- Up to 30 days access to complete the series
- Options available to tailor modules to your specific business requirements