

# ASIAL eLearning courses – powered by **ELMO** Software!

## Equal Employment Opportunity Courses

At the end of each module, you will be asked to undertake an online assessment to check your understanding of the key concepts presented.

---

### **Building an Inclusive Workplace**

#### **About This Module**

Our organisation values diversity and inclusion. This module is designed to introduce you to the concepts of diversity, equity and inclusion, and to provide examples of actions you can take to support inclusion in the workplace.

You should allow approximately 20 minutes to complete this module.

### **Disability Awareness**

#### **About This Module**

This module is designed to improve your awareness of barriers to accessibility that could occur in a workplace, to help create a better work environment for everyone.

It will also explain our organisation's legal and moral responsibilities regarding disability discrimination and some of your obligations in terms of ensuring that all individuals are treated fairly and with respect.

This module is divided into four units:

1. Introduction to Disability
2. Disability Discrimination
3. Our Responsibilities
4. Your Responsibilities

You should allow approximately 30 minutes to complete this module.

### **Discrimination and EEO**

#### **About This Module**

Discrimination can occur in various forms and against anyone. It has a severely negative effect on our organisation, our work environment and the personal mental health of our employees.

Our organisation is committed to upholding the equal employment opportunity (EEO) principles in State and Federal legislation.

We also aim to develop a fair and harmonious work environment in which all staff can develop to their full potential, and to eliminate any form of discrimination, including bullying.

We have zero tolerance of unlawful discrimination. We also continuously develop and implement EEO strategies to ensure that all our structures, policies, practices and decisions are based on the assessment of individual ability and achievement.

This module has been designed to provide you with an overview of our organisation's policies and your legal obligations relating to equal employment opportunity.

You should allow approximately 30 minutes to complete this module.

### **Discrimination and EEO for Managers**

#### **About This Module**

As a manager, you play an important role in promoting the diversity of our organisation and preventing instances of discrimination.

This module is designed to provide an overview of your key management responsibilities regarding equal employment opportunity (EEO) principles and discrimination.

You should allow approximately 30 minutes to complete this module.

### **Diversity in the Workplace**

#### **About This Module**

Our organisation is made up of a group of individuals from diverse backgrounds. This module is designed to increase your understanding of this diversity. It will also explain the benefits and challenges of diversity and provide you with strategies that you can use to be more inclusive.

The module is divided into two units:

1. Workplace Diversity
2. Responsibilities

You should allow approximately 35 minutes to complete this module.

### **Equality and Diversity (Video)**

#### **About This Module**

Equality and diversity are traits of any successful organisation and are instrumental for the development of the modern workforce. We have designed this module to assist you in understanding and applying the fundamentals of respectful behaviour, and to help foster diversity and equal opportunity in our organisation.

As you proceed through the module, you must watch each video topic and answer the questions that follow.

You should allow approximately 35 minutes to complete this module.

## **Managing Unconscious Bias**

### **About This Module**

Our organisation does not tolerate discrimination and recognises that understanding and managing unconscious bias can help us build a stronger, more diverse and inclusive workplace.

We have developed this module to help you understand what unconscious bias is and how you can actively address it.

You should allow approximately 20 minutes to complete this module.

## **Mental Health Awareness**

### **About This Module**

This module will provide you with some information about some common mental health conditions and give you an overview of our organisation's legal and moral responsibilities in regard to discrimination against persons dealing with mental health conditions.

This module is divided into four units:

1. Introduction to Mental Health
2. Legislation and Responsibilities
3. Overview of Common Mental Health Conditions
4. Supporting Colleagues Experiencing Mental Health Conditions

You should allow approximately 30 minutes to complete this module.

## **Mental Health Disclosure**

### **About This Module**

With one in five Australians experiencing a mental illness each year, it is extremely likely that an employee you supervise will tell you at some point that they have a mental illness.

To help you understand your responsibilities regarding the disclosure of mental illnesses and the types of support and adjustments you can provide to employees who experience this type of disability, we have developed this module. This module should be completed **after** the Mental Health Awareness module which looks at the most common mental illnesses and your general responsibilities surrounding mental illness.

You should allow approximately 20 minutes to complete this module.

## **Sexual and Sex-Based Harassment Awareness**

### **About This Module**

Our organisation is committed to preventing sexual and sex-based harassment in our workplace and creating a

harmonious work environment for our employees. Therefore, we have developed this module to increase your awareness of the different types of sexual and sex-based harassment you might encounter and what you should do if you witness or experience any such behaviour.

This module is divided into three units:

1. Introduction to Sexual and Sex-Based Harassment
2. Sexual and Sex-Based Harassment in the Workplace
3. Responding to Sexual and Sex-Based Harassment

You should allow approximately 40 minutes to complete this module.

## **Sexual and Sex-Based Harassment Awareness for Managers**

### **About This Module**

Our organisation is committed to preventing sexual and sex-based harassment in our workplace and creating a harmonious work environment for our employees. This module is designed to increase your understanding of what constitutes sexual and sex-based harassment and of how you can minimise incidents of harassment and manage complaints.

This module is divided into three units:

1. Introduction to Sexual and Sex-Based Harassment
2. Sexual and Sex-Based Harassment in the Workplace
3. Managing Complaints

You should allow approximately 30 minutes to complete this module.

## **Sexual Harassment Training for Employees (Video)**

### **About This Module**

Sexual harassment in the workplace is a serious issue that can have significant consequences if it is not handled appropriately. Our organisation is committed to preventing sexual harassment in the workplace. We have developed this module to ensure that every member of our organisation understands the essential rules and regulations regarding sexual harassment that are vital to creating and maintaining a safe and respectful workplace.

As you proceed through the module, you must watch each video topic and answer the questions that follow.

You should allow approximately 30 minutes to complete this module.

## **Sexual Harassment Training for Managers** **(Video)**

### **About This Module**

Sexual harassment in the workplace is a serious issue that can have serious effects and consequences if it is not handled appropriately. As a senior member of our organisation, this module is designed to introduce you to the essential rules and regulations relating to sexual harassment that will help you create and maintain a respectful workplace.

As you proceed through the module, you must watch each video topic and answer the questions that follow.

You should allow approximately 15 minutes to complete this module.

## **Supporting Colleagues with Anxiety**

### **About This Module**

Our organisation recognises that anxiety is the most common mental illness, and that as a result, there are likely to be people within our organisation that have an anxiety disorder. We are therefore committed to increasing your understanding of this illness and how you can appropriately support any colleagues that have been diagnosed, are recovering from or are experiencing symptoms of a possible anxiety disorder.

You should allow approximately 20 minutes to complete this module.

## **Supporting Colleagues with Depression**

### **About This Module**

Our organisation recognises that depression is a common mental illness and that there are likely to be people within our organisation that have depression. We are therefore committed to increasing your understanding of this illness and how you can appropriately support any colleagues that have been diagnosed, are recovering from or are in the early stages of depression.

You should allow approximately 20 minutes to complete this module.

## **Workplace Bullying and Occupational Violence**

### **About This Module**

Bullying and occupational violence can occur in any organisation and can affect workers' health and their ability to do their job.

This module has been designed to increase your awareness of what is considered bullying and occupational violence and describes your responsibilities regarding such behaviours.

This module is divided into three units:

1. Legislation and Responsibilities
2. Understanding and Preventing Bullying
3. Reporting Bullying

You should allow approximately 30 minutes to complete this module.

## **Workplace Bullying and Occupational Violence for Managers**

### **About This Module**

Bullying and occupational violence can occur in any organisation and can affect workers' health and ability to do their job. As a manager, you are expected to model appropriate behaviours and, as far as possible, prevent bullying and violence in the workplace.

This module has been designed to increase your awareness of your responsibilities with regard to preventing and managing bullying and violence.

This module is divided into three units:

1. Legislation and Responsibilities
2. Understanding and Preventing Bullying
3. Reporting Bullying

You should allow approximately 30 minutes to complete this module.