

Equal Employment Opportunity (EEO) for Managers, Supervisors and Team Leaders



The Fundamental Element for Diversity to Thrive.

- How often do you think of equal employment opportunity or EEO when you are planning to recruit staff?
- Does your organisation have policies and procedures to assist you with EEO?

Acquiring staff has always been relatively straight forward – you have a need for someone and so you advertise the job and select the person with the best fit for your organisation. The question is, in this scenario, are you complying with Federal and State laws associated with employment?

Never before has the acquisition of new staff required such diligence to ensure you and your team are complying with all relevant legislation, regulations, standards and codes. Every day the media reports on individuals and/or companies who have failed in their due diligence and not complied with employment legislation. It is critical that every organisation can confidently trust that they have the proper knowledge, procedures and systems in place when going through the acquisition process.

Equal Employment opportunity must be a priority for all workplaces and this course will outline the 'why.' The session is conducted in a workshop format equipping participants with the knowledge and tools to fully understand and develop effective EEO policies.

Designed for?

- Anyone who is a Manager, supervisor, team leader or small business owner and needs to understand EEO.
- Those new to HR Management and looking to upskill their knowledge and competencies.
- An ideal group size is 6 – 15 participants.

Key Learning Outcomes

- ✓ Define equal employment opportunity (EEO) means.
- ✓ Identify the legislation, regulations, standards and codes that applies to EEO.
- ✓ Realise the importance of EEO in ensuring a diverse and entrepreneurial workplace.
- ✓ Identify behaviour that is considered unlawful discrimination – defenses and exceptions.
- ✓ Outline how organisations should manage internal complaints and develop policies and procedures.
- ✓ Explain what happens when an individual makes an external complaint.
- ✓ Understand the importance of a workplace culture that treats people fairly and with respect.
- ✓ Understand the different personal attributes that are 'protected' by law.

Live Face to Face, Virtual or Hybrid



Power Sessions



Half-Day



1-Day



Coaching

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