

“Having trained over 4000 decision makers and managers from both public and private sectors, what is apparent is that we put our best people into management positions, responsible for an organisations’ most valuable asset (its people), but we fail to provide them with the adequate tools and continuous training to lead them to success. Our team at Bartlett workplace is committed in working with you to provide your people with the best skills and knowledge to help them drive performance, deliver better value and maximise productivity”

Glen Bartlett, Director and Principal Trainer, Bartlett Workplace Training

Bartlett Workplace can offer a range of practical training workshops tailored for the private and public sectors that are focused on productivity and improving the capability of decision makers, line managers, investigators and enterprise bargaining teams.

Public training and workshops

Our public workplace and training programs cover topics that are key areas for HR professionals, in-house legal counsel, managers and workplace investigators. We deliver training all year round, and across Australia, covering both metro and regional areas.

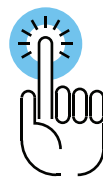


Customised training and workshops

All our public workplace training

can be customised and tailored to suit your organisation’s needs. We have designed and delivered customised training for over 30 of Australia’s largest employers across every industry sector.

We work with you to review your processes and procedures and redesign the way your key people work, to enable them to get quicker resolution of disputes, become more effective decision makers and managers, and keep them informed of the latest regulatory changes.



Delivering training in an interactive and innovative manner

We are thinking differently in the way we deliver training. Our premises are specially

tailored for workplace education and training. All our training rooms, provide state of the art video and audio technology for managers to improve and develop their skills, in real time during their workshops.

We deliver our training in an interactive and practical manner.

Participants engage in practical activities and role play real life workplace situations.

This allows them to test their knowledge and gain the confidence in their ability to manage difficult workplace discussions and also have the confidence in the processes that they are following.

Our training greatly assists decision makers, In-house legal counsels, HR professionals and supervisors to effectively manage difficult situations and give senior leaders the tools and knowledge to drive performance, deliver better value and maximise productivity.

Face to face interactive training workshops

For all of our training workshops and courses, a face to face interactive workshop delivery model is the most requested by our clients. We recommend that no more than 20 people attend the training, but anywhere between 12 – 16 participants is the ideal number to maximise the benefits of training.

Webinar delivery model

If you have staff located in regional areas, but still wish to participate, we can deliver customised training via a live blackboard collaborative webinar session.

This method allows participants to connect online and interact with the trainer in real time from their own location. All participants will receive access to all materials required for the workshop prior to the session.

e-learning customised blended learning solutions

We can customise tailored on-line blended learning solutions that will suit all your staff, no matter where they are located.

What do participants receive?

Top quality training from a leading workplace trainer with plenty of real life examples, tips and tricks in how to manage curve balls in real life situations. Each participant also receives appropriate checklists, templates, guides, flow charts and how to manuals to assist they perform their role on a daily basis.

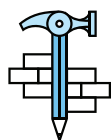


Committed to innovating education

Our team are currently involved in the development of a number of on-line products and technologies, including audit tools. We are committed to using technology to bring a better service to our clients in a practical manner.

Our training and workshop programs

We have listed our most popular training workshops and programs below. At Bartlett Workplace we develop and design training courses covering a number of workplace law, employment law and human resources topics. We can tailor the length and content to suit your organisation's needs.



The courses include:

Managing employee performance and conduct

Managing ill and injured employee training

Workplace investigations training

Enterprise bargaining under the Fair Work Act

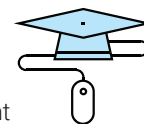
Workshops in HR, risk management and employment law fundamentals

Change management, restructuring and redundancy

Outsourcing: employee/contractor issues including provision of best practice guidelines

Setting up a new business in Australia; workplace laws and labour fundamentals

Development of on-line training modules



Our training also assists with the development of customised on-line training modules (e-Learning Solutions) for clients and e-learning providers focusing on the following area:

- HR & Employment Law
- HR Policies
- Industrial Relations and Fair Work Act and Unions
- Equal Opportunity and Discrimination

Leadership

We work closely with clients to help them realise their potential leadership capability by providing:



- Individual and/or team coaching and mentoring
- Customised tools to support their leadership management capability needs
- Training to support leadership development and transition
- Coaching and support in the art of having difficult conversations
- Assisting in setting up your organisation's leadership vision and strategy

To discuss any of our training please call Victoria Laspas on **03 9603 5000** or email victoria@bartlettworkplace.com

To register go to www.bartlettworkplace.com

| LAWYERS | CONSULTANTS | TRAINING |

Level 10, 41 Exhibition Street, Melbourne VIC 3000 | +61 (03) 9603 5000 | enquiries@bartlettworkplace.com

www.bartlettworkplace.com/training |   

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