

## HUMANKAPITAL ONLINE TRAINING

### SUMMARY OF COURSES AVAILABLE

**Anti-Money Laundering (85min)** – Provides an understanding of how to identify, prevent and report money laundering and terrorism financing.

**Bullying and Harassment – Employees (55min)** – Focuses on building positive behaviours and stopping negative behaviours based on Australian legislation.

**Bullying and Harassment – Managers/Supervisors (85min)** – Provides managers/supervisors with an understanding about workplace bullying and harassment.

**Competition and Consumer Law – An Introduction (35min)** – Provides an introduction to competition and consumer legislation.

**Competition and Consumer Law – Dealing with Consumers Pt 1 (60min)** – Provides an understanding of the Australian Consumer Law and how it provides consumer protection.

**Competition and Consumer Law – Dealing with Consumers Pt 2 (70min)** – Provides an understanding of the provisions of the Australian Consumer Law that protect consumers and how businesses deal with consumers.

**Competition and Consumer Law – Dealing with Other Businesses (60min)** – Provides an understanding of anti-competition and restrictive trade practices prohibited under the Competition and Consumer Act 2010.

**Dealing with Workplace Conflict (35min)** – Provides an understanding of how to deal with and de-escalate conflict.

**Equal Employment Opportunity – Employees (40min)** – Provides an understanding of what behaviour is considered unlawful and unacceptable.

**Equal Employment Opportunity – Managers/Supervisors (45min)** – Provides managers/supervisors an understanding of EEO and discrimination.

**Fraud and Corruption Awareness and Prevention (45min)** – Provides an understanding of what actions can be described as fraud or corruption.

**How to Behave at the Christmas Party (10min)** – Provides an understanding of appropriate Christmas party behaviour.

**Identifying Poor Performance, Misconduct and Absenteeism (45min)** – Provides an understanding of what misconduct, poor performance and absenteeism are.

**Information and Cyber Security (30min)** – Provides an understanding of the importance of improving the confidentiality and integrity of an organisation's information.

**LGBTIQA+ Awareness in the Workplace (45min)** – Promotes the inclusion of LGBTIQA+ people at work.

**Managing the Discipline Process (75min)** – Provides training on how to manage the discipline process with consistency and procedural fairness.

**Modern Slavery (20min)** – Provides an understanding of how organisations can minimise their risk of being involved in modern slavery and fulfil their reporting obligations.

**Positive Workplace Culture (25min)** – Provides awareness of what positive workplace culture looks like and how to reduce risks that may negatively impact it.

**Privacy and the Workplace (30min)** – Provides an understanding of the right to privacy and how personal information must be protected.

**Protecting Whistleblowers (15min)** – Provides an understanding of the role whistleblowers play in the workplace and how they are protected.

**Sexual Harassment (25min)** – Provides an understanding of how to recognise and avoid behaviour that may be considered sexual harassment.

**Social and Digital Media and the Workplace (40min)** – Provides an understanding of appropriate uses of social and digital media in the workplace.

**Working from Home (10min)** – Provides an understanding on how to work from home effectively.

### Health and Safety Courses

**Alcohol and Other Drugs (25min)** – Provides an understanding of the impacts of alcohol and drugs on the workplace.

**Armed Robbery Safety Awareness (55min)** – Provides an understanding of safe behaviour during a robbery related incident.

**Asbestos Awareness in the Workplace (50min)** – Provides an awareness of the dangers posed by asbestos.

**Biological Hazards Hazard Guide (10min)** – Provides an understanding of the controls that should be applied to biological hazards in the workplace.

**Confined Spaces Hazard Guide (10min)** – Provides an understanding of the controls that should be applied to confined spaces in the workplace.

**Contractor Induction (60min)** – Provides an understanding of WHS requirements, risk management and injury prevention.

**COVID-Safe Workplace (20min)** – Encourages COVID-19 risk minimisation behaviours in the workplace.

**Driver Safety (20min)** – Provides an understanding of driver safety and how to follow driver management procedures in the workplace.

**Duty of Care for Managers and Supervisors (25min)** – Provides managers/supervisors with an overview of how to fulfil their duty of care regarding WHS.

**Duty of Care for Workers (20min)** – Provides an understanding of duty of care responsibilities.

**Electrical Risks Hazard Guide (10min)** – Provides an understanding of the controls that should be applied to working with electricity.

**Environmental Awareness (20min)** – Provides an understanding of the environmental impact individual behaviour has.

**Excavations Hazard Guide (10min)** – Provides an understanding of the controls that should be applied to excavations in the workplace.

**Fire Awareness and Extinguisher Training (60min)** – Provides an understanding of fire safety and how to use portable fire equipment.

**General Evacuation Training (70min)** – Increases the safety of building occupants in an emergency situation.

**Globally Harmonised System (10min)** – Provides an understanding of the changes made by the Globally Harmonised System of Classification and Labelling of Chemicals.

**Hand Operated Power Tools Hazard Guide (10min)** – Provides an understanding of the controls that should be applied to hand operated power tools in the workplace.

**Hazardous Chemicals for Managers and Supervisors (60min)** – Provides an understanding of how to manage hazardous chemicals in the workplace.

**Hazardous Chemicals Hazard Guide (10min)** – Provides an understanding of the controls that should be applied to hazardous chemicals in the workplace.

**Health and Safety in the Workplace (40min)** – Provides an understanding of health and safety responsibilities in the workplace.

**Incident Investigation (70min)** – Provides an overview of the legislative requirements and knowledge required for incident reporting and investigation.

**Injury Management for Managers and Supervisors (45min)** – Provides an understanding of the role and responsibilities of managers and supervisors in the injury management process.

**Injury Management for Workers (40min)** – Provides an understanding of the injury management process, their rights and responsibilities.

**Managing the Risk of Falling Objects (40min)** – Provides an understanding of the dangers of falling objects.

**Manual Handling Hazard Guide (10min)** – Provides an understanding of the controls that should be applied to manual handling in the workplace.

**Manual Tasks for Workers (55min)** – Provides risk management training for performing manual tasks.

**Minimising Risk Using PPE Hazard Guide (10min)** – Provides an understanding of why PPE is used in the workplace and PPE responsibilities.

**Noise Hazard Guide (10min)** – Provides an understanding of the controls that should be applied to noise in the workplace.

**Office Ergonomics (40min)** – Provides an understanding of how to set up a safe, healthy and productive office workspace.

**Psychosocial Hazards in the Workplace (45min)** – Provides an understanding of what psychosocial hazards are, the effect of these hazards and how to eliminate or minimise the risk of these hazards in the workplace.

**Risk Management for Employees (30min)** – Provides you with an understanding of what risk is, how it's managed and your role in reducing risks.

**Risk Management for Managers and Supervisors (45min)** – Provides an understanding of what risk is, how it is managed and the role of a leader in reducing risks to health and safety.

**Slips and Trips Hazard Guide (10min)** – Provides an understanding of the controls that should be applied to slips and trips in the workplace.

**Stress Less at Work (40min)** – Provides an understanding of workplace stress and a range of stress management strategies.

**Underground Utilities Hazard Guide (10min)** – Provides an understanding of the controls that should be applied to underground utilities in the workplace.

**Warden Training (115min)** – Provides an understanding of the warden's role in the workplace, as well as emergency preparation, prevention and readiness.

**Working at Heights Hazard Guide (10min)** – Provides an understanding of the risk controls that should be applied to working at heights.

**Working Safely with Hazardous Chemicals (45min)** – Provides an understanding of what hazardous chemicals are and how to manage them.

### **Environmental, Social and Governance (ESG)**

**Anti-Bribery and Corruption (30min)** – Provides an understanding of bribery and corruption risks and best practices for prevention and detection.

**Becoming a Green Business (35min)** – Provides an understanding of the knowledge and skills required to adopt more sustainable, environmentally friendly business practices.

**Business Ethics and Values (30min)** – Provides an understanding of business ethics and their significance in the corporate world including ESG considerations, decision making frameworks, codes of conduct, ethical culture, and the role of ethical leadership.

**Community Relations (35min)** – Provides an understanding of the significance of corporate community relationships, how to identify stakeholders, increase their knowledge of community engagement initiatives and how to measure the success of community relations programs.

**Embracing the Circular Economy (30min)** – Provides an understanding of the circular economy, its principles and how it differs from the traditional linear economy model.

**Employee Relations, Diversity, Equity, Inclusions and Belonging (35min)** – Provides an understanding of the importance of employee relations, diversity, equity, inclusion, and belonging in the workplace, how they fit within an ESG strategy, and strategies to identify unconscious bias and create a more inclusive workplace culture.

**Environmental, Social and Governance (ESG) Fundamentals (40min)** – Provides an understanding of the term Environmental, Social and Governance (ESG) and how and why it is used in business.

**Introduction to Ethical Corporate Behaviour (20min)** – Provides an understanding of how the actions and behaviour of an organisation defines it.

**Introduction to the Environment (20min)** – Provides an understanding of the impacts of human activities on the environment, and the various restorative responses and natural solutions to address these impacts.

**Introduction to the Environmental Impacts of Pollution and Waste (25min)** – Provides an understanding of the impact of pollution and waste on the environment.

**Introduction to the Green Economy (35min)** – Provides an introduction to the Green Economy and its role in addressing climate change and achieving Net Zero.

**Net Zero and Your Carbon Footprint (40min)** – Provides learners with an understanding of how reducing our carbon footprint can help achieve net zero.

**Sustainable Procurement and Net Zero Supply Chains (35min)** – Provides an understanding of sustainable procurement and net zero supply chains, and the strategies that can be used to implement them.