

IMC Workplace Behaviour Modules



Your people are your greatest asset, their behaviour is critical to your organisation's success.



But what is appropriate behaviour?

UNACCEPTABLE BEHAVIOUR

There are many forms of unacceptable behaviour in the workplace some are overt, but many are subtle. This chapter addresses the range of behaviours, their consequences and their effect on the workplace.

DISCRIMINATION

This chapter covers the legislation surrounding discrimination and clarifies the different forms of discrimination.

SEXUAL HARASSMENT

What is Sexual Harassment? What is not Sexual Harassment?

VILIFICATION

Explains different forms of vilification and clearly explains how it can occur. Legislation surrounding Vilification and the impact on the workplace.

BULLYING

Examples of Bullying in everyday life in the office that can occur socially, physically, or work wise. Clearly defines what constitutes bullying.

OCCUPATIONAL VIOLENCE

Defines what occupational violence is and the consequences and repercussions.

WHAT IS VICTIMISATION?

Covers legislation surrounding victimisation and gives clear examples of what victimisation looks like in the workplace.

EMPLOYEE GRIEVANCE

What happens if you as an employee are a victim of unacceptable behaviour or have a concern you want addressed? This chapter explains the process and steps to take to have your grievances heard and what to expect from your employer.

How does it work?



EASY TO FOLLOW INSTRUCTION

Your very own virtual presenter guides you through two modules:
Workplace Behaviour for Employees
Workplace Behaviour for Managers

Our Manager module guides managers through their responsibilities, managing themselves, managing risk factors, and the golden rules for handling complaints.

SELF PACED LEARNING

Learn at your own pace. Stop, pause, rewind or replay the entire course.

INTERACTIVE CASE STUDIES

Interactive dramatisations (video) are integrated throughout the program to help you to interpret the legislation and develop your own judgement.

IMC Workplace Behaviour Modules Pricing



Per User Licence Option

Description	Fee	Term
Per user fee: Includes licence and hosting on IMC's LMS. Maximum of 250 learners per organisation.	\$55	12 months

Organisational Licence Option

Description	Fee	Term
Initial Set-up: Includes branding to your organisation's logo, and 8 hours of installation support. (Additional hours required charged at \$140 per hour ex gst)	\$5,000	Once off
Licence for organisations with less than 500 employees	\$5,000	12 months
Licence for organisations with 500–1000 employees	\$10,000	12 months
Licence for organisations with 1000+ employees	\$15,000	12 months

Systems Specifications

Windows	Macintosh
1 GHz processor Windows XP SP2, Windows Vista SP1 1GB RAM 1024x768 minimum resolution graphics card Internet Explorer 8+ (or Firefox 3.5+) Sound card and speakers/ headphones DVD Rom drive Flash 10.0 +	Intel: 1GHz processor MacOSX v10.5+ 1 GB RAM 1024x768 minimum resolution graphics card Safari 4+ (or Firefox 3.5+) Sound card and speakers/headphones DVD Rom drive Flash 10.0 + Recommended 1 Mbps internet connection
Server Specifications: The program is offered as a SCORM 2004 compliant SCO object for insertion into a compatible Learning Management System.	

Hosting options available on IMC's LMS including branding with your organisation's look and feel. Pricing available upon request. All pricing excludes gst and is applicable per module. This pricing includes all updates and periodic reviews for the term of the license. Prepayment of license fees for forward years attract a 20%* concession; maximum of 4 years advanced payment is allowed; *not valid with any other offer. *Prices subject to change without notice*

Terms of Use: This product is offered in collaboration with IMC production partner BeyondEdge. This product is intended as a resource for teaching workplace behaviour within organisations. By using this product, you accept, without limitation or qualification, this Legal Disclaimer. Beyondedge Pty Ltd reserves its right to alter, modify, substitute or delete any content at its sole discretion. Disclaimed liability Beyondedge has taken reasonable measures to ensure that the information contained within this product is reliable, however, by using this product, you accept that the information and services provided on Beyondedge's product are provided "AS IS" and that Beyondedge does not make any representations or warranties, expressed or implied, including, but not limited to, implied warranties of legal appropriateness, fitness for a particular purpose or non-infringement. Beyondedge makes no representations or warranties of any kind as to the completeness, accuracy, timeliness, availability, functionality and compliance with applicable laws. By using Beyondedge's product you accept the risk that the information may be incomplete or inaccurate or may not meet your needs or requirements. Neither Beyondedge nor its content providers shall be liable for any damages or injury arising out of your access to, or inability to access, this product or your reliance on any information provided herein. Beyondedge disclaims any and all liability for direct, indirect, incidental, consequential, punitive, and special or other damages, lost opportunities, lost profit or any other loss or damages of any kind. This limitation includes but is not limited to damages for any bugs, viruses and the like, which may affect your computer equipment. Your sole and exclusive remedy for any dispute with Beyondedge in this connection is to stop accessing the Beyondedge products and to cancel any subscriptions you or your company have made.

To discuss how IMC can provide effective e-learning solutions simply call us on **+61 3 9820 5500** or e-mail us on **info@im-c.com.au**

In cooperation with:

