



# Spectrum Short Courses

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For further information contact:

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### *Rehabilitation and Return to Work Coordinators Course*

**Dates:** 24th, 25th and 28th June 2010

**Cost:** \$570.00 per person

**Overview:**

To gain the skills and knowledge to establish and/or maintain a system for managing the rehabilitation and return to work of injured workers.

**Target group:**

This course is for those in workplaces who have the responsibility of managing the return to work of injured workers, or for those who aim to become a Rehabilitation and Return to Work Coordinator.

**This course covers:**

FNSWCMP303A – Work within the workers compensation industry sector;  
PSPIM405A – Develop return to work plans;  
PSPIM406A – Implement and monitor return to work plans.

**Facilitator: Margaret Barnes**

Margaret has an extensive background in Human Resource Development, particularly in the community Service Sector working in NSW and QLD. Amongst other responsibilities, Margaret has developed and managed Rehabilitation and Return to Work Plans over the past 15 years. Margaret holds her diploma of Training and Assessment and her Professional diploma of Human Resource Management.

### *Managing Challenging Behaviours*

**Date:** 29th July 2010

**Cost:** \$120.00 per person

**Target group:**

Disability Support Workers;  
People who directly work with clients with challenging behaviors;  
People who work or who are aspiring to work in the Community Services Sector.

**This course covers:**

This course maps to unit CHCICS404A – Plan and provide advanced behaviour support – an elective unit from Certificate IV in Disability.

**Facilitator: Annmaree Pearce**

Annmaree has worked in the Disability Sector in QLD for over 20 years. Her experiences have covered Direct Support Care; Case Work, Community Service Officer, Child Safety Officer, Personal Attendant and Personal Care Assistant. Among other qualifications, Annmaree holds her Certificate IV in Training and Assessment, Certificate IV in Workplace Health and Safety and her Bachelor of Arts majoring in Ethics and Human Rights.

### *Workplace Supervision for the Human Services Sector*

**Date:** 8th July 2010

**Cost:** \$190.00 per person

**Overview:**

Training in undertaking of non-clinical workplace supervision of staff.

**Target group:**

CEOs, Managers, Team Leaders, Coordinators and anyone who directly supervises staff.

**Key subject areas covered:**

Introduction to supervision;  
Barriers to supervision;  
Applying a supervision audit to your organisation;  
Rights and responsibilities of supervisors and supervisees;  
Communication, feedback and developing contracts;  
Evaluation.

**Benefits and Outcomes:**

You will gain an understanding of the key principles of workplace supervision as well as gather tools to implement a structured supervision framework in your organisation.

**Facilitator: Tim Childs**

Tim Childs of Tim Childs Consulting has worked in the Community Services Sector for over 20 years. Tim provides professional supervision and tailored supervision to managers, CEOs and line supervisors bringing them considerable benefits. He has delivered this training throughout Tasmania, Victoria and NSW. Tim currently tutors undergraduate students from The College of Applied Psychology in Sydney, in supervision, change management and organisational development.