

# CORP CATCH UP

AUGUST 2015

## Family and Domestic Violence Public Workshop- Darwin and Alice Springs

Family and Domestic Violence can take many forms and can affect anyone in the community. More than 60% of assault offences in the Northern Territory are associated with domestic violence.

This workshop will provide a comprehensive range of information which will enable attendees to recognise FDV and gain a deeper understanding of the types of abuse, why victims stay and the impact/consequences FDV can have on both families and communities. Participants will be able to recognise signs of FDV, respond appropriately, undertake risk assessments and safety planning and make referrals to appropriate support services.

### This workshop will address:

- Different Types of FDV
- The Cycle of Violence
- Why Victims Stay/Return
- Health Impact and Consequences
- Impact on Children – From Birth to Adolescence
- Child Abuse
- Family Violence within Aboriginal Communities
- Elder Abuse
- Honour Based Violence
- Risk Assessment
- Safety Planning



### Learning outcomes:

To understand the nature and impact of family and domestic violence and how to respond effectively and appropriately

### What people are saying about this workshop:

*"A very valuable course. Staff should attend to better equip them to assist others if ever necessary."*

*"Raises awareness of behaviours which identify possible victims and perpetrators and how to respond. Breaks down perceptions and barriers."*

*"This training is crucial, a must do!"*



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### In this month's edition:

Family and Domestic Violence Workshop

Improving Performance-Formal Referral Coaching

Public Workshops 2015

## **Improving Performance**

### **How and when to refer your Employees for Performance Management Coaching:**

Sometimes, managers may be in a situation where they have suggested counselling or coaching to an employee whose work performance is of concern or who appears to be having difficulties but they don't know if the employee has accessed counselling or coaching and the performance problems continue. Formal referrals (where employees are requested to attend counselling/coaching by a manager, supervisor, human resources person or other key staff member) are for those occasions when the manager feels that they have done all that they can do internally to address performance issues and that a third party intervention is required.

Usually, formal referrals will occur when an individual's work performance and/or behaviour in the workplace is problematic and when all due procedures have been followed in the workplace to attempt to resolve the problems. It may also be appropriate where an alcohol and other drug or fitness for work question is being raised. Typically a formal referral would be considered before there is a clear disciplinary issue or breach, but where there is fear that without intervention this may happen. It is an external intervention provided by CORP to assist with poor performance or inappropriate behaviour in the workplace that has continued, regardless of performance management that has occurred within the workplace.

Ideally, the employee should be offered EAP counselling (i.e. a suggested referral) on at least one occasion prior to a formal referral option being pursued, unless the referral arises from a specific and unprecedented workplace incident.

The recommended procedure for making a formal referral is as follows:

#### **1 Initial Contact with CORP**

The manager or supervisor directly responsible for the employee should make contact with CORP (Admin staff will put you in touch with an appropriate person with whom to discuss the referral) and discuss the situation. Where counselling is not considered to be an appropriate response, we will discuss alternative courses of action/sources of referral.

#### **2 Provision of Information**

It is important that the person making the referral provides written information to CORP and the employee being referred in support of the referral, including: the work performance concern(s) and impact on the workplace

- what action has been taken to date and the outcome of actions
- the expectations for improvement
- a request for consent for three way communication to occur at the conclusion of counselling/coaching (or some other feedback mechanism).

We can provide a pro-forma letter of referral to assist with this process if required.

The counsellor/coach who will be seeing the employee, may also ask some questions about the work performance. The employee will be made aware of this information.

#### **3 Making the Appointment**

Either the manager or the employee can make the appointment once initial contact has been made and background information provided. The appointment can be made through CORP Admin with the specifically identified counsellor/coach. At the first appointment the employee (client) will need to bring both the letter of referral from the workplace and a signed authorisation form enabling CORP to release the specific information requested.

#### **4 Feedback from CORP to the Referring Manager**

Depending on the expressed preference, feedback may take the form of:

- A three way meeting between the counsellor/coach, employee and referring manager/supervisor to discuss what has been agreed to in counselling/coaching and the implications of this for both the employee and the organisation (this at times takes the form of the manager/supervisor attending the first and last sessions).

# Public Workshop Calendar Darwin and Alice Springs July—December 2015



Date	Workshop	Duration
Thur 30 <sup>th</sup> July	Working with Difference - Blue eyes Vs Brown eyes- <i>CORP Talk!</i>	One Hour
Weds 5 <sup>th</sup> Aug	Getting your Message Across: Key Communication Skills	Full Day
Thurs 13 <sup>th</sup> Aug	5 Easy steps to Build a Team - Helping Managers address Team Building needs <i>CORP Talk!</i>	One Hour
Wed 19 <sup>th</sup> Aug	Get to the Point – Communication for Managers	Full Day
Weds 26 <sup>th</sup> Aug	Family and Domestic Violence- <b>Darwin</b> & Mon 24 <sup>th</sup> Aug– <b>Alice Springs</b>	One Day
Wed 2 <sup>nd</sup> Sept	Emotional Intelligence –Part 1	Half Day
Weds 9 <sup>th</sup> Sept	The Neuroscience of Leadership <i>CORP Talk!</i>	One Hour
Wed 16 <sup>th</sup> Sept	Mindfulness and Managing Stress 1 Day Retreat – Rydges Resort	Full Day
Wed 30 <sup>th</sup> Sept	Mediation and Facilitation Skills for Management	Full Day
Wed 7 <sup>th</sup> Oct	Discover 7 strategies for Pain free Change- <i>CORP Talk!</i>	One Hour
Thurs 8 <sup>th</sup> Oct	Alcohol Withdrawal and Brief Intervention- <b>Darwin only</b>	Full Day
Fri 16 <sup>th</sup> Oct	Difference and Diversity- working in a mixed team effectively	Half Day
Wed 21 <sup>st</sup> Oct	Appropriate Workplace Behaviours- Creating a Safe Workplace for all.	Half Day
Thur 29 <sup>th</sup> Oct	Busting Stress through Mindfulness– <i>CORP Talk!</i>	One Hour
Wed 4 <sup>th</sup> Nov	Emotional Intelligence –Part 2	Half Day
Thur 12 <sup>th</sup> Nov	Critical Incident and Trauma Response for Managers	Half Day
Thur 19 <sup>th</sup> Nov	Growing from Conflict- It's not all about you! - <i>CORP Talk!</i>	One Hour
Wed 25 <sup>th</sup> Nov	The Neuroscience of Leadership	Half Day
Tues 1 <sup>st</sup> Dec	Let's get you meditating –Quick tips for longer life, less stress and greater happiness - <i>CORP Talk!</i>	One Hour
Wed 2 <sup>nd</sup> Dec	Getting your Message Across: Key Communication Skills	Full Day
Tues 15 <sup>th</sup> Dec	Customer Service –The Competitive Edge	Half Day

DARWIN HEAD OFFICE  
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Alice Springs  
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Katherine  
P. (08) 8941 5661

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**Full Day Workshops**  
8:30am – 4:00pm  
(1 day) Lunch provided  
\$265

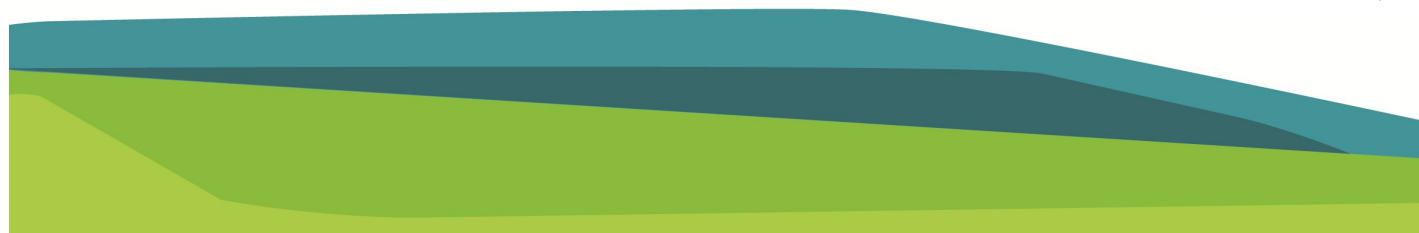
**Half Day Workshops**  
8:30am – 12:00pm  
\$140

**CORP Talks !**  
\$39 –Darwin  
\$45–Alice Springs

## Locations:

Level 2 Highway Arcade, 47 Stuart Highway, Stuart Park

Jock Nelson Building  
10/16 Hartley Street  
Alice Springs—  
numbers dependant



# Public Workshop Calendar

## Katherine Jan –Nov 2015



Date	Workshop	Duration
Thurs 26 <sup>th</sup> Feb	Resilience and The Art of Bouncing Back	Half Day
Weds 11 <sup>th</sup> March	The Neuroscience of Leadership. <b>CORP Talk Free</b>	One Hour
Thurs 26 <sup>th</sup> March	Getting your Message Across: Key Communication Skills	Full Day
Weds 29 <sup>th</sup> April	Dealing with Dysfunctional People in the Workplace	Half Day
Thurs 28 <sup>th</sup> May	Mindfulness and Managing Stress	Half Day
Weds 24 <sup>th</sup> June	Appropriate Workplace Behaviours (Staff)	Half Day
Thurs 30 <sup>th</sup> July	Work Life Balance	Full Day
Thurs 27 <sup>th</sup> August	Customer Service	Half Day
Tues 29 <sup>th</sup> Sept	Mediation and Conflict Skills for Managers	Full Day
Thurs 29 <sup>th</sup> Oct	Critical Incident and Trauma Response for Managers	Half Day
Weds 25 <sup>th</sup> Nov	Mindfulness and Managing Stress	Half Day

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### Full Day Workshops

8:30am – 4:00pm

**\$285** (1 day) Lunch provided

### Half Day Workshops

8:30am – 12:00pm

**\$175**

**Location:** Katherine Regional Training Centre,  
19 Second Street,  
Katherine

All Public Workshops require a minimum of 6 participants in order to be confirmed. CORP has a 72 hour cancellation policy. Please contact us as soon as possible if you are unable to attend a workshop you are enrolled in, or charges may apply.

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