



## VTA TRAINING CALENDAR JANUARY TO JUNE 2019

### CHAIN OF RESPONSIBILITY WORKSHOPS

#### AWARENESS

Do you realise that you, as well as your company could be held legally liable for breaches of Chain of Responsibility? This workshop is designed to create awareness of the fundamentals of Chain of Responsibility so participants will have basic knowledge of the various obligations and responsibilities under the new National Heavy Vehicle Law.

**Dates:** 6<sup>th</sup> February & 8<sup>th</sup> May

**Time:** 8:00am – 12:00 Noon

**Cost:** Members: \$360 / Non Members \$390

#### SAFETY MANAGEMENT SYSTEMS

As of 1<sup>st</sup> October 2018 the National Heavy Vehicle Law aligns with OHS/WHS legislation and it is suggested that you adopt a Safety Management System to manage heavy vehicle risk. This workshop will cover what the changes to law are and why they are changing, what a safety management system (SMS) is and how you can develop and implement an SMS in your business

**Dates:** 30<sup>th</sup> January, 27<sup>th</sup> February, 27<sup>th</sup>

March, 17<sup>th</sup> April, 29<sup>th</sup> May & 26<sup>th</sup> June

**Time:** 8:00am – 12:00 Noon

**Cost:** Members: \$305 / Non Members \$390

#### AWARENESS FOR MANAGERS & CUSTOMERS

This workshop is designed to provide Managers and Customers a unique opportunity to work through CoR responsibilities and obligations within the supply chain. This session will look at assessing the risk to the business and ways of mitigating that risk using Internal Review guidelines.

**Dates:** 6<sup>th</sup> March & 5<sup>th</sup> June

**Time:** 8:00am – 12:00 Noon

**Cost:** Members: \$360 / Non Members \$390

#### FATIGUE MANAGEMENT

Driver Fatigue contributes to heavy vehicle accidents in Australia. Businesses have a legal responsibility to have sound Fatigue Management strategies. This workshop will assist to assess the risk of fatigue, control the risk and strategies how fatigue is managed.

**Dates:** 16<sup>th</sup> January & 3<sup>rd</sup> April

**Time:** 8:00am – 12:00 Noon

**Cost:** Members: \$360 / Non Members \$390

#### LOAD RESTRAINT

This workshop is designed to create awareness of the fundamentals and principles of load restraint so participants can obtain a basic knowledge of their obligations and responsibilities – not only for the safety of their staff, but also to raise awareness of their responsibilities under Chain of Responsibility.

**Dates:** 23<sup>rd</sup> January & 10<sup>th</sup> April

**Time:** 8:00am – 12:00 Noon

**Cost:** Members: \$360/Non Members: \$390

#### SAFE LOADS

Under the National Heavy Vehicle Law, Safe Loads are not just the responsibility of the driver. Many roles or people in your company may also be directly or indirectly responsible for the load. This workshop creates awareness of the fundamentals of safe loads and the various components that come together to ensure on road safety and supporting the driver.

**Dates:** 13<sup>th</sup> February & 15<sup>th</sup> May

**Time:** 8:00am – 12:00 Noon

**Cost:** Members: \$360/Non Members \$390

#### SUB-CONTRACTOR MANAGEMENT

Many companies contract out components of their business where they lack expertise or a defined knowledge, or simply because outsourcing can sometimes achieve a better financial result. That does not mean you handover all of your responsibilities and obligations. This workshop will cover policies and procedures regime to ensure that subcontractors are performing the work legally, safely and compliantly.

**Dates:** 13<sup>th</sup> March & 12<sup>th</sup> June.

**Time:** 8:00am – 12:00 Noon

**Cost:** Members: \$360/Non Members: \$390

#### ABOUT THE PRESENTER

David Vaughan is an experienced supply chain professional, most recently heading up Compliance for Coles Supply Chain (which covers Coles, K-Mart, Target, Officeworks, Toll, Linfox and more). He holds a Bachelor of Business, Certificates in Operations Management, Purchasing & Planning as well as Training & Assessment. He is also a qualified Auditor, Food Safety and Dangerous Good Practitioner and has sat on many industry committees.

## VTA TRAINING CALENDAR JANUARY TO JUNE 2019

### MASTER CLASS SERIES, INCIDENT RESPONSE AND PALLET MANAGEMENT

#### BUSINESS PLANNING YOU CAN IMPLEMENT

A strategic plan should be a living and breathing document that constantly evolves with changes to the business environment.

This workshop will take you through the development process, plan creation, refinement of an existing plan and implementation.

**Dates:** 14<sup>th</sup> February 2019

**Time:** 10:00am – 4:00pm

**Cost:** Members: \$360 / Non Members \$390

#### IMPROVING CUSTOMER SERVICE

Every year businesses lose millions of dollars in potential profits due to poor customer service skills at all levels. Do you know what your existing and prospective customers really need? Do you and your team have good listening skills? Do you and your team have the skills to be great problem solvers?

**Dates:** 14<sup>th</sup> March 2019

**Time:** 10:00am – 2:00pm

**Cost:** Members: \$360 / Non Members \$390

#### COACHING AND DEVELOPING PEOPLE

There is a wealth of resource material available for team leaders, but where does a team member learn how to do their job more effectively? We need a process to ensure that we leverage the skills and experience of every team member. This workshop is designed to help you understand and establish sound skills to build your own effective team.

**Dates:** 16<sup>th</sup> May

**Time:** 10:00am – 2:00pm

**Cost:** Members: \$305 / Non Members \$390

#### LEADERSHIP SKILLS

To succeed in this volatile business environment, leaders frequently undertake strategic initiatives. The role of a leader in a business is to establish a clear direction and create an environment that empowers the team to achieve the desired goals, is what this workshop will assist you in.

**Dates:** 13<sup>th</sup> June 2019

**Time:** 10:00am – 2:00pm

**Cost:** Members: \$360 / Non Members: \$390

#### ABOUT THE PRESENTER

Barry Jenner is an Accredited Mindshop Facilitator, Fellow Member of the Institute of Chartered Accountants of Australian and New Zealand as well as holding a Graduate Diploma in Business (Accounting).

He has a reputation for being able to change and improve the way organisations do business.

#### INCIDENT RESPONSE WORKSHOP

This course is designed to guide you through what to do and what not to do when a serious heavy vehicle collision occurs. Real-world case studies will be used to demonstrate the step by step process for responding, investigating and preventing a serious collision or incident. This course is presented by Forensic Engineer Tia Gaffney.

**Dates:** 20<sup>th</sup> February; or 22<sup>nd</sup> May

**Time:** 10:00am – 3:00pm

**Cost:** Members: \$360 / Non Members \$390

#### PALLET MANAGEMENT

The Victorian Transport Association (VTA), in conjunction with John Stuart from Pallet Loss Prevention has developed a new program to assist companies to manage pallet responsibilities and associated costs. This workshop will provide an understanding of the complexity of pallet control and the methods of controlling and influencing the impact of pallet systems within their company.

**Dates:** 20<sup>th</sup> March & 19<sup>th</sup> June

**Time:** 9:00am – 1:00pm

**Cost:** Members: \$225 / Non Members: \$250

All workshops are held at the VTA offices: Level 1, Mirrat House, 46 Kooringa Way, Port Melbourne.

For further information on any of the above workshops can be found at <http://vta.com.au/training-courses/>