



AHRI Course Directory

Corporate training

Invest in your team



Professional Development is integral to the success of any organisation; it creates a more positive work culture and better business results overall.

From private and public sector companies, to not-for-profit organisations, building team capability is integral to business success. With a range of HR, business and leadership courses available in customised learning streams, our corporate training programs are designed to provide specialist training and professional development.

Having delivered specialist training for over 75 years, you can be assured of a positive return on your investment with high-quality, professional training methods that align to your organisational strategy.



Corporate training for HR professionals



Business-critical skills for leadership teams



Customised solutions tailored to business needs

Short Courses – Group Training

Business Skills Courses

	Duration	In-Person	Online	Blended	Toolkit
Applied Emotional Intelligence	1 day	✓	✓	✓	
Behavioural Interviewing Skills	3 hours	✓	✓		✓
Communicating Effectively	3.5 hours	✓	✓		✓
Customer Service Excellence	1 day	✓	✓		
Effective Internal Consulting	2 days	✓	✓		
Having Difficult Conversations	1 day	✓	✓	✓	
Managing Time and Workloads	1 day	✓	✓		
Mental Health at Work	3 hours	✓	✓	✓	
Project Management Fundamentals	1 day	✓	✓		
Professional Writing	1 day	✓	✓		

Leadership and Management Courses

	Duration	In-Person	Online	Blended	Toolkit
Building Resilience	3 hours	✓	✓		✓
Building Effective Teams	1 day	✓	✓		
Coaching Your Team for Success	1 day	✓	✓		
Conflict Management	1 day	✓	✓		
Creating High Performance Teams	2 days	✓	✓	✓	
Effective Interviewing and Selection Skills	1 day	✓	✓	✓	
Emotionally Intelligent Leadership	2 days	✓	✓		
Influencing and Negotiating Skills	1 day	✓	✓		
Leadership and Management Essentials	2 days	✓	✓	✓	
Leading Through Change	1 day	✓	✓		
Managing Performance	3 hours	✓	✓		✓
Mentoring at Work	1 day	✓	✓		

HR Courses

	Duration	In-Person	Online	Blended	Toolkit
Advanced Organisational Design	1 day	✓	✓		
Building an Ethical Workplace Culture	1 day	✓	✓	✓	
Bullying and Harassment	3.5 hours	✓	✓	✓	
Change Management	1 day	✓	✓	✓	
Conflict and Mediation	1 day	✓	✓	✓	
Contact Officer Training	3.5 hours	✓	✓		
Creating and Managing a Hybrid Workplace	1 day	✓	✓	✓	
HR for Non-HR People	1 day	✓	✓	✓	
HR Technology Across the Employment Lifecycle	1 day	✓	✓		
HR Strategy Planning	1 day	✓	✓	✓	
Internal HR Consulting Skills	2 days	✓	✓	✓	
Introduction to HR Law	1 day	✓	✓		
Investigating Workplace Misconduct	1 day	✓	✓		
Job Analysis and Job Redesign	2 days		✓		
Managing Unconscious Bias	3.5 hours	✓	✓	✓	✓
Managing Whistle-blower Reporting	3.5 hours	✓	✓		
Mining Data for HR Insights	2 days		✓		
Sexual Harassment at Work	3.5 hours	✓	✓	✓	
Talent Management	1 day	✓	✓	✓	
Workforce Planning	2 days		✓		
Women in HR Leadership	1 day	✓	✓	✓	

For a full list of available courses please refer to www.ahri.com.au/corporate-training/group-short-courses

Better together

AHRI Organisation Membership

\$735 per annum

Give your HR team the support they need, and drive capability uplift in your entire organisation with AHRI Organisation Membership. AHRI organisation members can access discounted corporate training, while linked members — your HR team — can enjoy all the benefits of AHRI membership including best-practice policy templates, resources, tools, research and more.

You'll also be able to affiliate your organisation with Australia's national HR profession association.

Unlock access to

Organisation benefits	
Discounted member prices for group short courses and in-house corporate training	✓
Discounted member prices on AHRI events	✓
Discounted formal qualifications in HR	✓
Dedicated Account Executive	✓

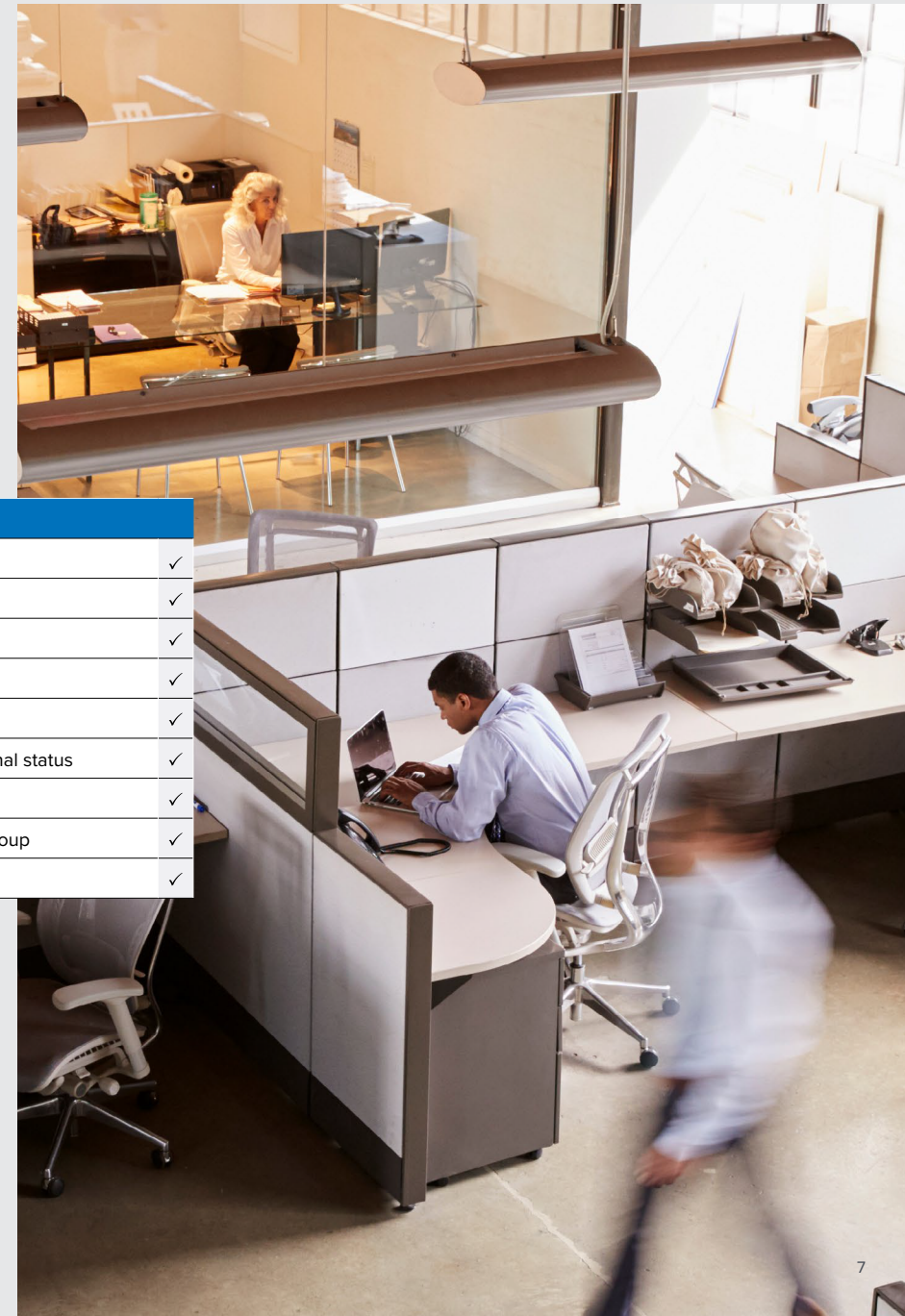
Principal member benefits for one individual	
Access to all AHRI Research publications	✓
Monthly HRM magazine and digital subscription	✓
Gartner research and Asia-Pacific Journal of HR	✓
AHRI:ASSIST resources and Ask AHRI:ASSIST support	✓
Access to the AHRI Mentoring Program	✓
Use of a post-nominal to acknowledge your professional status	✓
Professional indemnity insurance	✓
Access to the AHRI Lounge members only LinkedIn group	✓
Free Network Forums	✓

Talk to your Account Executive today to learn more about what an AHRI Organisation Membership can do for you

BookMe call: orgsupport.youcanbook.me

Email orgsupport@ahri.com.au

Phone: 1300 811 880



The AHRI difference

We've delivered specialised training to businesses for over 75 years, providing critical skills on business, leadership and HR. Our latest approach to data-driven, best-practice delivery methods is AHRI Blended Learning: A combination of self-paced online learning and live Zoom sessions led by accomplished industry practitioners.

This means your team gets the skill uplift they need sooner, and can hit the ground running with newfound confidence. Discover the AHRI difference.



Formal qualifications

AHRI's Practising Certification Program

AHRI's mission of shaping the HR of tomorrow resides in its certification strategy. HR professionals that undertake the AHRI Practising Certification Program (APC) become certified HR practitioners with the skills and capabilities required to make sustainable, efficient and productive workforces.

At a glance

- 18 month program
 - Online and workshop delivery
 - Subsidised rates available
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Learn more about what Certification can do for your business

ahri.com.au/apc

BSB40420 Certificate IV in Human Resource Management

For admin, payroll or other staff with HR functions or roles, AHRI's BSB40420 Certificate IV in Human Resources is the perfect way for them to consolidate their skills and formalise their experience with a qualification.

At a glance

- No prerequisites
 - Groups of 8-20
 - 9 month program
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Discover the benefits of a formal qualification

ahri.com.au/cert-IV



Additional services

Group Training Needs Analysis (TNA)

A Training Needs Analysis (TNA) tool can assess your HR team's skills and benchmark their capabilities and behaviours against the AHRI Model of Excellence.

The TNA will assess your team's current skills and capabilities and identify an analytical road map for further development.

Underpinned by the Model of Excellence, your employees will receive a series of questions designed to give you information on the training needs of your team. On completion, your organisation will receive an aggregated group report with insights and a recommended professional development plan.

A group TNA is suitable for mid-to-large organisations and designed to save valuable time and shape the development of your teams, resulting in greater capability. The TNA creates a comprehensive learning and development plan based on current skillsets and provides recommendations that drive organisational strategy.

Toolkits - Self-facilitated solutions.

Designed to improve the performance of your team, our DIY toolkits are an easy way to access learning material where, when and how you need it.

Our training toolkits are designed to help you run in-house training courses for your team without the need for a facilitator. Our toolkits include a course agenda, participant workbook, presentation slides and step-by-step facilitator guide.

At a glance

- Content for half-day workshops
 - Cost-effective way to upskill your team
 - Suitable for NFPs and organisations with multiple sites and locations
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CONTACT OUR ORGANISATION SUPPORT TEAM

1300 811 880 | orgsupport@ahri.com.au | ahri.com.au/corporate-training

All information is correct at the time of printing and subject to change.

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