

Learning & Development Calendar 2024

ACTIVITIES AVAILABLE EVERY MONTH:

- ☐ [Welcome to Programmed](#)
- ☐ [Onboarding New Employees](#)

AUGUST

- ☐ [Power BI \(HSEQ\)](#)
- ☐ [Leader As Coach](#)
- ☐ [Mental Health First Aid \(Notting Hill VIC\)](#)
- ☐ [Guide to Injury Management QLD](#)
- ☐ [Guide to Injury Management NSW](#)
- ☐ [Incident Investigation Training](#)
- ☐ [Risk Management \(HSEQ\)](#)
- ☐ [Build your confidence using MS Teams](#)
- ☐ [PROSAFE – General Overview & Navigation Training](#)
- ☐ [Personal Effectiveness](#)
- ☐ [Anxiety Awareness](#)
- ☐ [Depression Awareness](#)
- ☐ [HR@Programmed – Performance & Conduct](#)
- ☐ [Social Inclusion & Community Engagement Workshop](#)

SEPTEMBER

- ☐ [Risk and Compliance](#)
- ☐ [Guide to Injury Management WA/NT/ACT/TAS](#)
- ☐ [Power BI \(HSEQ\)](#)
- ☐ [Emotional Intelligence](#)
- ☐ [Guide to Injury Management NSW](#)
- ☐ [Guide to Injury Management VIC](#)
- ☐ [Guide to Injury Management QLD](#)
- ☐ [Incident Investigation Training](#)
- ☐ [PROSAFE – General Overview & Navigation Training](#)
- ☐ [Risk Management \(HSEQ\)](#)
- ☐ [HR@Programmed – Recruitment & Selection for Managers](#)
- ☐ [First Nations Cultural Awareness Training](#)
- ☐ [Managing conflict](#)
- ☐ [Mindset for success](#)
- ☐ [Guide to Injury Management VIC](#)

OCTOBER

- ☐ [Build your confidence using MS Teams](#)
- ☐ [Consulting Skills](#)
- ☐ [Decision-making and Problem Solving](#)
- ☐ [Procurement@Programmed](#)
- ☐ [Guide to Injury Management NSW](#)
- ☐ [Guide to Injury Management QLD](#)
- ☐ [Managing Underperformance](#)
- ☐ [Anxiety Awareness](#)
- ☐ [Depression Awareness](#)
- ☐ [Mental Health First Aid \(Burswood WA\)](#)
- ☐ [HR@Programmed – Unconscious Bias](#)
- ☐ [Psychosocial / Psychological Safety Management](#)

Click on the links for more information or to book your place. If you would like to know more, please email training@programmed.com.au

Learning & Development Program Guide 2024

PROGRAM	OUTLINE
Welcome to Programmed	Excellent for a new starters' successful onboarding. Overview of Programmed, our people, values, systems and processes.
HR@Programmed	Suite of online webinars focusing on HR 101 – Performance & conduct management, Employee Dispute resolution, Recruitment & Selection Unconscious Bias.
Leader As Coach	Understand the coaching style of leadership, characteristics of good coaches; providing effective feedback.
Mental Health First Aid	Gain an Understanding of the Risk factors, prevalence and impact of mental illnesses in Australia. Apply the Mental Health First Aid Action Plan for anxiety, depression and possible psychosis.
Managing Conflict	Understand different approaches to managing conflict, identify how you approach conflict, and how to identify the approaches of others, how to generate positive conflict and navigate negative conflict.
Mindset for Success	Explore having a growth mindset and what that means for your ongoing success at work and personal lives. Understand the impact that automatic negative thoughts and language can have on your success at work and personal life. Be aware of the reframing model of ABCDE Examine the benefits of being proactive
Risk & Compliance	Managing risk and compliance is fundamental to modern organisations to minimise or eliminate potential exposure to legal penalties, reputational damage and/or financial loss. Join in to hear more about our activity in this area and how we all have a role to play in supporting this important function.
Decision making and Problem Solving	Explore behaviours that support leaders making good decisions Become aware of tools that can support leaders with their problem solving and decision making. Utilise the tools to work through any examples of problems to be solved.
PowerBI Training (HSE)	This training sessions it to help navigate your way around the HSEQ portion of Power BI run reports and bookmark your favourite pages to ensure the next time you want to access the information it is in the same format in which you left it last time using the web page.
Risk Management (HSE)	In a broad sense Risk Management is the identification, assessment and control of factors that can cause harm. Learn about the aspects of our risk management approach and the tools and resources available
Social Inclusion & Community Engagement	Empower your team to be more socially minded and inclusion; to build social outcomes in our communities, create inclusive employment, engage and partner with our vendors and suppliers more effectively

PROGRAM	OUTLINE
Onboarding New Employees	Overview of the onboarding process from a Manager's perspective. Benefits of a good onboarding process & manager responsibilities.
Consulting Skills	Understand the role of an internal consultant and apply a process for internal consulting Identify and analyse internal customers and develop strategies Enhance communication and influencing skills to engage internal customers.
Emotional Intelligence	Why Emotional Intelligence is important in the workplace, what EI 'is' and the seven skills of effective EI, how to be a better communicator at work using EI.
Build your Confidence Using MS Teams	Learn more about the features and functionality of MS Teams? Use breakout rooms and whiteboards confidently in meetings, collaborate on live documents, share presentations.
Personal Effectiveness	Examines your personal priorities; understand the importance of mindset and language in being "proactive", assess the effective use of your time and understand the importance of 'Sharpening the Saw.'
Procurement @ Programmed	Provides an overview of Procurement at Programmed. Discusses how focusing on collaboration, communication, innovation, and relationship-building, we can create a value-driven partnership with vendors that benefits all parties.
Anxiety & Depression Awareness	Overview and awareness of anxiety & depression, Signs and symptoms, interventions, and providing support to colleagues, family, friends.
Incident Investigation Training	Learn how to conduct an incident investigation at Programmed. Facilitated by the HSEQ team, this session will cover incident reporting, and the process and protocols of incident investigation.
PROSAFE – General Overview & Navigation Training	This training session is a general session providing an overview for users, as well as sharing how to navigate ProSafe using the desktop or phone app; functions, quick tips and handy hints!
Managing Performance	Uncover the real reasons that lie behind underperformance Create a list of possible actions that can help turn performance around. Practise having a conversation with an underperformer
Psychosafety / Psychological Safety Management	Like physical safety hazards, psychosocial hazards also need to be identified and controlled. This session provides an outline of psychosocial hazards and the processes and tools in place for identifying these and managing risk.