

Learning & Development Calendar 2024

ACTIVITIES AVAILABLE EVERY MONTH:

- ☐ Welcome to Programmed
- ☐ Onboarding New Employees

MAY

- ☐ Power BI (HSE)
- ☐ Leader As Coach
- ☐ Mental Health First Aid (Underdale SA)
- ☐ Guide to Injury Management VIC (Manager session)
- ☐ Emotional Intelligence
- ☐ Guide to Injury Management NSW (Manager session)
- ☐ Incident Investigation Training
- ☐ Risk Management (HSE)
- ☐ Mental Health First Aid (Oxley QLD)
- ☐ PROSAFE – General Overview & Navigation Training
- ☐ Personal Effectiveness
- ☐ Psychosocial / Psychological Safety Management
- ☐ Chain of Responsibility – Heavy Vehicle Load Restraint Obligations
- ☐ Anxiety Awareness
- ☐ Depression Awareness

JUNE

- ☐ Contract Review 101 (PPS/PET Legal)
- ☐ Risk and Compliance
- ☐ Guide to Injury Management QLD (Manager session)
- ☐ Power BI (HSE)
- ☐ Cyber Security
- ☐ Mental Health First Aid (Burswood WA)
- ☐ Guide to Injury Management NSW (Manager session)
- ☐ Incident Investigation Training
- ☐ PROSAFE – General Overview & Navigation Training
- ☐ Risk Management (HSE)
- ☐ HR@Programmed – Employee Dispute Resolution
- ☐ Special Risks 101 (PPS/PET Legal)
- ☐ PROSAFE – Critical Risk Reviews
- ☐ Mental Health First Aid (Brooklyn VIC)

JULY

- ☐ Mental Health First Aid (Brooklyn VIC)
- ☐ Getting Results Through Others
- ☐ Power BI (HSE)
- ☐ Procurement@Programmed
- ☐ Guide to Injury Management NSW (Manager session)
- ☐ Contract Review 102 – Beyond the Special Risks
- ☐ Incident Investigation Training
- ☐ PROSAFE – General Overview & Navigation Training
- ☐ Risk Management (HSE)
- ☐ Managing Conflict
- ☐ Upskill Using MS Teams
- ☐ Subcontracting (PPS/PET Legal)
- ☐ Mental Health First Aid (Docklands VIC)
- ☐ 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. |
| Chain of Responsibility – Heavy Vehicle Load Restraint Obligations | Under Heavy Vehicle National Law (HVNL) all parties in the Chain of Responsibility (CoR) have a duty to eliminate or minimise risks associated with the transport activities they influence or control. Restraining loads adequately is a key aspect in transport safety. |
| 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 this session to hear more about our activity in this area and how we all have a role to play in supporting this important function. |
| Cyber Security | Cybersecurity is the practice of protecting systems, networks, and programs from digital attacks. Join this session to learn more about the cybersecurity measures Programmed has in place and learn how you can assist to protect our information and data. |
| 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 that are available |
| Contract Review 101 (PPS/PET Legal) | What's a contract? How does the review process work and how can we help? (<i>Simon Daw to discuss commercial support with reviews</i>) |
| Special Risks 101 (PPS/PET Legal) | What are the special risks? Why do we care and how does the special risk approval process work? (including a rundown of the new special risk form) |

| PROGRAM | OUTLINE |
|---|--|
| Onboarding New Employees | Overview of the onboarding process from a Manager's perspective. Benefits of a good onboarding process & manager responsibilities. |
| Getting Results Through Others | Explores the building blocks of a high-performing team. Conduct a team audit and actions for leaders to enhance team performance. Apply further skills that motivate others to achieve results |
| 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. |
| Upskill 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! |
| 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. |
| Contract Review 102 – Beyond the Special Risks (PPS/PET Legal) | An overview to the common issues raised in contract reviews which may impact your pricing, processes and operations. |
| Subcontracting (PPS/PET Legal) | Why it's important to do this properly and an introduction to our new suite of subcontracting docs (<i>including the Works Agreement – particularly relevant to Building Projects and PET</i>) |