PROGRAMMED

Learning & Development Calendar 2025

MAY 2025

- ☐ Emotional Intelligence
- ☐ Outlook for Beginners
- ☐ Pulse Check Conversation for Managers
- ☐ Injury Management training for Manager's (NSW)
- ☐ Mental Health first aid (Parramatta, NSW)
- ☐ Business Writing in the Modern workplace
- ☐ Build confidence with MS Teams
- ☐ Focus on Apprenticeships at Programmed!
- ☐ Incident Investigation training
- ☐ ProSafe - General overview & navigation
- ☐ Risk and Compliance
- ☐ PPS/PET Legal Series - *Contract Review 101*

JUNE 2025

- ☐ Injury Management training for Manager's (VIC)
- ☐ Pulse Check Conversation for Managers
- ☐ Injury Management training for Manager's (NSW)
- ☐ Injury Management training for Manager's (SA)
- ☐ Injury Management training for Manager's (Qld)
- ☐ Injury Management training for Manager's (WA/NT/TAS/ACT)
- ☐ First Nations Cultural Awareness training & workshop
- ☐ Anxiety & Depression Awareness
- ☐ Incident Investigation training
- ☐ ProSafe - General overview & navigation
- ☐ Risk Management Training (HSE)
- ☐ Psychosocial and Psychological Safety
- ☐ ProSafe- Verification of Competency
- ☐ Leading Through Change
- ☐ Outlook for Beginners
- ☐ Personal Effectiveness
- ☐ PPS/PET Legal Series - *Special Risks 101*

JULY 2025

- ☐ Mental health first aid (Burswood, WA)
- ☐ Injury Management training for Manager's (NSW)
- ☐ Email etiquette in the Modern workplace
- ☐ Focus on Apprenticeships at Programmed!
- ☐ Pulse Check Conversation for Managers
- ☐ Social Inclusion & Community Engagement training
- ☐ Leader As Coach
- ☐ Incident Investigation training
- ☐ ProSafe - General overview & navigation
- ☐ Power BI training (HSE)
- ☐ Risk and Compliance

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 2025

PROGRAM	OUTLINE
Business Writing in the Modern Workplace	Start with the WHY, then move to the WHO Unpack the WHAT Using key words, verb energy, plain language Know your Audience Apply the 7 C's of writing
PPS/PET Legal Series	**Special Risks 101**: What are special risks and how does the special risk approval process work? **Contract Review 101**: Improve your understanding of contracts, including how a contract is formed and who can enter into them?
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.
Power BI 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
Mental Health First Aid (MHFA)	Gain an Understanding of the Risk factors, prevalence and impact of mental illnesses in Australia Apply the MHFA Action Plan for anxiety, depression and possible psychosis Learn crisis first aid for suicidal behavior, non-suicidal self-injury, panic attacks and after a traumatic event First aid for substance use problems
Focus on Apprenticeships at Programmed	Have you considered employing an Apprentice in your Team? Do you want to know more about the apprenticeship journey? Delivered by the Programmed L&D Apprenticeships team we welcome you to join us at this 45 mins information session where we will cover: Hiring an apprentice, the Training Contract, TAFE enrolment and supporting young workers.
First Nations Cultural Awareness Training & Workshop	This fact-based session will provide information on historical data, key events, and the current consequences of these events, with the aim of providing an understanding of the Aboriginal and Torres Strait Islander culture and traditions as First Nations People.

PROGRAM	OUTLINE
Leading Through Change	What is organisational change? The journey of change Understanding the change cycle Leading through the journey
Pulse Check Conversations	As part of Programmed's commitment towards the well-being of its people, it is important for our Managers and Supervisors to check in with teammates. Taking the time to have a conversation with others is an important step to maintaining health wellbeing. Initiating a Pulse Check conversation will let someone know they are supported.
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!
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.
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.
Email Etiquette	*Learning outcomes:* How to get noticed and engage your reader? Using key words Audience & Tone of your email Do's and Don't's of Emails in the workplace
Social Inclusion and Community Engagement training	*Learn how to :* Empower your team & people to build social outcomes in the communities we work Create employment opportunities in the areas, communities & regions we work Engage with vendors that provide social outcomes
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.