

# Learning & Development Calendar 2025

## LEARNING SESSIONS AVAILABLE EVERY MONTH:

- ☐ [Welcome to Programmed](#) (For New Employees)
- ☐ [Onboarding New Employees](#) (For Manager's)

### AUGUST 2025

- ☐ [Emotional Intelligence](#)
- ☐ [Incident Investigation training](#)
- ☐ [Injury Management training for Manager's \(NSW\)](#)
- ☐ [Legacy in Action: Why Traineeships & Apprenticeships Are Everyone's Business – Programmed Training Services](#)
- ☐ [Mental Health first aid \(Notting Hill VIC\)](#)
- ☐ [Outlook for Beginners](#)
- ☐ [ProSafe - General overview & navigation](#)
- ☐ [Psychosocial and Psychological Safety](#)
- ☐ [PFM Legal – Contracting Series Part 1](#)
- ☐ [Train the Trainer](#)

### SEPTEMBER 2025

- ☐ [Business Writing in the Modern workplace](#)
- ☐ [Conducting a Psychosocial Risk Assessment](#)
- ☐ [First Nations Cultural Awareness training & workshop](#)
- ☐ [Focus on Apprenticeships at Programmed \(PFM, PPS & Group\)!](#)
- ☐ [Incident Investigation training](#)
- ☐ [Injury Management training for Manager's \(WA/NT/TAS/ACT\)](#)
- ☐ [Injury Management training for Manager's \(NSW\)](#)
- ☐ [Injury Management training for Manager's \(SA\)](#)
- ☐ [Injury Management training for Manager's \(Qld\)](#)
- ☐ [Legacy in Action: Why Traineeships & Apprenticeships Are Everyone's Business – Programmed Training Services](#)
- ☐ [Managing Conflict](#)
- ☐ [Mental Health first aid \(Beard ACT\)](#)
- ☐ [Mental Health first aid \(Collins Street VIC\)](#)
- ☐ [Personal Effectiveness](#)
- ☐ [ProSafe - General overview & navigation](#)
- ☐ [ProSafe- Verification of Competency](#)
- ☐ [PFM Legal – Contracting Series Part 2](#)
- ☐ [PPS/PET Legal - Contract Review 101](#)
- ☐ [PPS/PET Legal - Subcontracting 101](#)
- ☐ [Recruitment options at Programmed](#)
- ☐ [Techniques for Managing through challenge](#)

### OCTOBER 2025

- ☐ [Anxiety & Depression Awareness](#)
- ☐ [Email etiquette in the Modern workplace](#)
- ☐ [Incident Investigation training](#)
- ☐ [Injury Management training for Manager's \(NSW\)](#)
- ☐ [Legacy in Action: Why Traineeships & Apprenticeships Are Everyone's Business – Programmed Training Services](#)
- ☐ [Leader As Coach](#)
- ☐ [Leading Through Change](#)
- ☐ [Mental health first aid \(Burswood, WA\)](#)
- ☐ [Mental health first aid \(Mt Pritchard NSW\)](#)
- ☐ [Power BI training \(HSE\)](#)
- ☐ [PPS/PET Legal - Special Risks 101](#)
- ☐ [Psychosocial and Psychological Safety](#)
- ☐ [PFM Legal – Contracting Series Part 3](#)
- ☐ [Social Inclusion & Community Engagement training](#)

# Learning & Development Program Guide 2025

PROGRAM	OUTLINE
<b>Business Writing in the Modern Workplace</b>	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
<b>PPS/PET Legal Series 101</b>	Facilitated by the Legal team at Programmed, the series includes: <b>Special Risks 101:</b> What are special risks and how does the special risk approval process work? <b>Contract Review 101:</b> Improve your understanding of contracts, including how a contract is formed and who can enter into them? <b>Sub-Contracting 101</b> - the importance of managing subcontracting correctly as well as a re-introduction to the suite of available subcontracting documents.
<b>PFM Legal – Contractor Series</b>	<b>Part 1:</b> This session explores the importance of good contract administration with a particular focus on entitlements, risks & timebars <b>Part 2:</b> Join this session to learn more about contracting with vendors, including an overview of the Master Vendor Agreement. <b>Part 3:</b> This session examines pricing models in contracts, including fixed price, pass through, cost plus, target cost, GMP and a general discussion on commercial pricing models.
<b>Power BI Training (HSE)</b>	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.
<b>Train the Trainer</b>	Organising content / developing session plans; Audience engagement; Presentation skills; Questioning techniques to determine understanding
<b>Mental Health First Aid (MHFA)</b>	Gain an Understanding of the Risk factors, prevalence and impact of mental illnesses. 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
<b>Focus on Apprenticeships at Programmed</b>	Delivered by the Programmed L&D Apprenticeships team Have you considered employing an Apprentice in your Team in PFM or PPS? Do you want to know more about the apprenticeship journey?  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.
<b>First Nations Cultural Awareness Training &amp; Workshop</b>	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 First Nations culture and traditions
<b>Personal Effectiveness</b>	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.’

PROGRAM	OUTLINE
<b>Leading Through Change</b>	What is organisational change? Learn about the journey of change and understanding the change cycle. Leading through the journey
<b>PROSAFE – General Overview &amp; Navigation Training</b>	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 hints!
<b>Anxiety &amp; Depression Awareness</b>	Overview and awareness of anxiety & depression, Signs and symptoms, interventions, and providing support to colleagues, family, friends.
<b>Incident Investigation Training</b>	Learn how to conduct an incident investigation at Programmed. Facilitated by the HSEQ team, this session will cover incident reporting & the process and protocols of incident investigation.
<b>Psychosafety / Psychological Safety Management</b>	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.
<b>Email Etiquette</b>	<i>Learning outcomes:</i> 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
<b>Social Inclusion and Community Engagement training</b>	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
<b>Injury Management</b>	The purpose of the session is to provide you with an overview of injury management and workers compensation legislation; and internal processes.
<b>Emotional Intelligence</b>	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.
<b>Legacy in Action – Why Traineeships and Apprenticeships are Everyone’s Business</b>	Examine why school-based traineeships, traineeships, and apprenticeships are not just recruitment options - but our responsibility and legacy. We’ll explore how meaningful early career pathways align with our purpose, strengthen communities, and help us create 1 million better work opportunities by 2030 and how managing them through our GTO works
<b>Leader as Coach</b>	Understand the coaching style of leadership, characteristics of good coaches; providing effective feedback
<b>Business Writing in the Modern Workplace</b>	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
<b>Anxiety and Depression Awareness</b>	Overview and awareness of anxiety & depression, Signs and symptoms, interventions, and providing support to colleagues, family, friends.