

Learning & Development Calendar 2025

LEARNING SESSIONS AVAILABLE EVERY MONTH:

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

FEBRUARY 2025

- ☐ Business Writing in the Modern workplace
- ☐ Emotional Intelligence
- ☐ Mental Health first aid (Collins St, VIC)
- ☐ Mindful Listening webinar - presented by BUPA
- ☐ Incident Investigation training
- ☐ Injury Management training for Manager's (VIC)
- ☐ Injury Management training for Manager's (NSW)
- ☐ Internal mentoring program - Information Session
- ☐ Marketing: Your Impact, Our Brand
- ☐ Outlook for Beginners
- ☐ Power BI training
- ☐ ProSafe- Verification of Competency
- ☐ Pulse Check Conversation for Managers
- ☐ ProSafe - General overview & navigation
- ☐ Risk Management Training

MARCH 2025

- ☐ First Nations Cultural Awareness training & workshop
- ☐ HR@Programmed – Performance and Conduct Management
- ☐ 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)
- ☐ Leading Through Change
- ☐ Mental health first aid (Burswood, WA)
- ☐ Mental Health first aid (Spring Hill, Qld)
- ☐ Outlook for Beginners
- ☐ Personal Effectiveness
- ☐ Power BI training
- ☐ ProSafe - Critical Risk Review
- ☐ Psychosocial and Psychological Safety
- ☐ Risk and Compliance

APRIL 2025

- ☐ Anxiety Awareness
- ☐ Build Your Confidence Using MS Teams
- ☐ Depression Awareness
- ☐ Email etiquette in the Modern workplace
- ☐ HR@ Programmed - Recruitment and selection training for Managers
- ☐ Incident Investigation training
- ☐ Injury Management training for Manager's (NSW)
- ☐ Injury Management training for Manager's (VIC)
- ☐ Leader As Coach
- ☐ Mental Health first aid (Geelong, Vic)
- ☐ Mindful Stress Busters - presented by BUPA
- ☐ Power BI training
- ☐ ProSafe - General overview & navigation
- ☐ Pulse Check Conversation for Managers
- ☐ Risk Management Training
- ☐ Social Inclusion & Community Engagement training

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 2024/2025

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.
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.
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.
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

PROGRAM	OUTLINE
Onboarding New Employees	Overview of the onboarding process from a Manager's perspective. Benefits of a good onboarding process & manager responsibilities.
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.