

2-Day

# Leading Human Resources Program

HR for the everyday leader



# About The Program

The role of today's contemporary leader is a multi-faceted one. Not only do we need to understand our own role, but we also need to have a sound knowledge of the processes surrounding the management of our most valuable resource – our people.

Although most organisations have internal Human Resource experts, it is important that every leader understands the HR role; what it is there for and how they need to reflect the policies and processes that support it.

Throughout this program we will follow the life cycle of a new staff member from recruitment and induction, to training and development, performance management, through the counselling and disciplinary processes and then into the organisational succession plan.

Over two days an expert Proteus facilitator will deliver 8 x 1½ hour sessions exploring a range of topics, all focused on preparing leaders to be better people managers.

These two days combined with 8 weekly digital challenges make it one of the most relevant HR leadership programs in Australia.

This is a practical, 'hands on' program that provides Human Resource Management information, skills and processes for the everyday leader.

You will not become an instant Human Resources Manager, but you will appreciate the importance of the role and the importance of your involvement in Human Resource Management processes and procedures as they apply to your workplace.

***People matter – so empower yourself to manage and lead them better through more effective Human Resource Management knowledge and skills.***



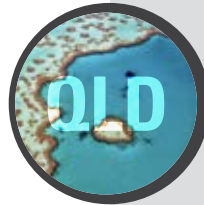
## **Melbourne**

*Program 1 - 15<sup>th</sup> & 16<sup>th</sup> July*



## **Adelaide**

*Program 1 - 18<sup>th</sup> & 19<sup>th</sup> July*



## **Brisbane**

*Program 1 - 5<sup>th</sup> & 6<sup>th</sup> August*



## **Sydney**

*Program 1 - 27<sup>th</sup> & 28<sup>th</sup> August*



## **Perth**

*Program 1 - 24<sup>th</sup> & 25<sup>th</sup> September*

**Program Venues:** To be held in the CBD of each location. Further public programs may be added as required, however this program can also be conducted in-house.

***Manage your people and they will in turn manage your business.***

# Leading Human Resources

## HR For The Everyday Leaders

### Day One

**8:30am Registration - Tea and Coffee**

**8:45am Session 1 - Human Resource Management & Everyday Leaders Working Together**

- HR Is Not Dead, But It Is Changing And Transforming
- The Evolution Of The Human Resource Management Landscape
- Why Every Leader Needs To Embrace And Excel In The HR Essentials
- Understanding & Taking Ownership Of Your Key HRM Functions
- Bringing Your People With You Through The Critical HR Lifecycles
- Moving From People As Assets To Highly Functional Relationships
- The Everyday Leader And HRM Teams Working In Collaboration

**10:30am Morning Tea**

**10:50am Session 2 - Recruitment & Selection**

- Attracting The Right People
- The Importance Of Getting And Assessing The Right Cultural Fit
- Conducting A Professional Interview
- Social Media And The Recruitment Process
- How To Read A Resume/Social Media Profile
- Leading With Your Gut And Identifying 'Yellow Flags' Early
- Creating Simple And Transparent Recruitment And Selection Processes
- Using 'Behavioural Interviewing Techniques'

**12:30pm Lunch**

**1:15pm Session 3 - Establishing Induction & Wellness Programs**

- Demonstrating The Heart Of The Workplace Through Engagement
- Understanding Your 'Duty Of Care' As A Leader
- Designing Individual Workplace Wellness Initiatives
- Preparing An Induction Plan For Success
- Orientation Vs Indoctrination
- Establishing An 'Essential Induction Checklist'

**2:45pm Afternoon Tea**

**3:05pm Session 4 - Creating Professional Development & Succession Plans**

- Creating A Culture Of Growth And Ownership
- Setting Up A Life Long Learning Approach
- Building Transparent Succession Plans
- Communicating And Managing Succession Plans
- Setting Your People Up For Success

**4:30pm Close**

### Day Two

**8:30am Welcome Back - Tea and Coffee**

**9:00am Session 5 - Leading Performance Reviews & Development**

- Old School Appraisals Are Dead!
- Tailoring Performance Management – One Size Does Not Fit All!
- Establishing Clear KRAs And Performance Expectations
- Making Your Scoreboard Visible And Achievable
- What Does The 'New' Performance Management Tool Look Like?

**10:30am Morning Tea**

**10:50am Session 6 - Understanding Industrial Relations**

- Understanding Employment Conditions
- The History And Purpose Of Industrial Relations
- Understanding The Essentials Of EBAs
- Demystifying The Fair Work Australia Processes
- The 2 Critical Ingredients Of 'Procedural Fairness' And 'Fair And Reasonable' Expectations
- Transforming The Bullying And Harrassment Default Position
- Obligations Of An Employer Vs Rights Of An Employee

**12:30pm Lunch**

**1:15pm Session 7 - The Counselling & Disciplinary Interviews**

- Gaining The Confidence To Take Control And To Act Early
- The 5-Step Roadmap For Change
- The Art And Science Of Navigating Crucial Conversations
- Fundamental Communication Tips - Managing Your Tone And Body Language
- What Happens When It All Goes Sour?
- The 'Let Me Help You To Grow Or Go' Concept

**2:30pm Afternoon Tea**

**2:45pm Session 8 - Being A Manager, Coach, Mentor, Friend!**

- Understanding And Acting On The Differences Of The Coach/Mentor Roles
- Avoiding The 'Rescuer' Mentality
- Knowing When To Role Shift From Manager, Coach, Mentor And Friend
- Who Looks After The Leader?

**4:00pm Close**

*creating great leaders*



# Investment

## Investment

<b>Individual Registration</b>	<b>\$1,750pp + GST</b>
<b>Corporate Table (8 Delegates)</b>	<b>\$13,200 + GST</b>
<b>9 or more Delegates</b>	<b>\$1,500pp + GST</b>

### **Investment Includes:**

- Comprehensive program manual and program aids
- Ongoing digital activities post face-to-face days
- Proteus certificate of completion
- Lunch and refreshments provided for both face-to-face days

Payment by instalments is available on request (\$100 + GST administration fee will apply to payments by instalment). The above prices are effective as of 1<sup>st</sup> October 2018. Proteus Leadership reserves the right to change the advertised price.

### **Cancellation Policy:**

Payment is required before the commencement of training. All cancellations/transfers must be received in writing. Refunds will not be given unless at least 30 working days notice prior to the program is provided. No refunds will be given after this date. A 10% (of total cost) administration fee will be deducted for all cancellations. If you are unable to participate, a substitute participant (transfer) is welcome if written notice is given prior to the program but will incur a \$60 administration fee. Proteus Leadership reserves the right to change the facilitators/speakers, the advertised price or the venue and will provide notice to participants before the event.

## In-house Programs

This 2-day leadership program can also be conducted in-house. A Proteus facilitator will run the program for up to 15 people. Extra participants can be added at an additional cost.

### **In-house Investment:**

\$22,000 + GST per 2-day program (up to 15 participants).  
Extra participants over 15 at \$1,400pp + GST.  
Two Proteus facilitators will run the program for 25 or more people (some travel and accommodation costs may also apply).  
Venue and refreshments to be provided by the client.

**For further information contact our team on: 1300 219 903**

## **Stay Connected**

At Proteus Leadership we love to stay connected and share great resources with our clients. To connect with us, visit:

[in proteusleadership.com/linkedin](https://www.proteusleadership.com/linkedin)



# Testimonials



"The Leading Human Resources program was extremely valuable and informative. I took away a lot from the program and hope to implement some great change within our organisation."

**Symonne Robinson - Glenelg Shire Council**



"In my past 14-years of working within the government sector, this was the most interactive, beneficial and worthwhile training in relation to leadership. It was evident both presenters had an informed and invested knowledge of developing people's personal skills which was supported by the content delivered. The Leading Human Resources material we received in the training is now my bible!"

**Sarah Willey - Department of Justice and Attorney General**



"Very interesting and as always with Proteus relevant and very practical."

**Kylie Upton - Shred-X Pty Ltd**

## How To Register

### REGISTER ONLINE



Visit [proteusleadership.com/leadership\\_programs/leading-human-resources/](http://proteusleadership.com/leadership_programs/leading-human-resources/)

### PAYMENT METHODS



Credit card



Request invoice



Request invoice

OR

### BY TELEPHONE



Call us on 1300 219 903

### PAYMENT METHODS



Credit card



Request invoice



Request invoice



Direct Debit

# Digital Challenges

## 1. Getting Started

On registration, participants will receive confirmation of their booking followed by a second email 2 weeks before the program with a password and link for the digital component of the program.

Participants will be asked to create their profile and read and action any program prerequisites before attending the face-to-face days.

## 2. Face-To-Face

Participants will attend two face-to-face days and will be provided with an extensive program manual. Our expert facilitators will work with participants to get the most from these two powerful days.

## 3. The Digital Challenge



After completion of the two face-to-face days, participants will be required to complete the digital evaluation.



Participants will then receive a weekly challenge, by email for the next 8 weeks, that will allow them to log in on the device of their choice and complete their challenges.



At the end of the 8 week period, all submitted responses will be automatically populated to create a Live IT! Challenge Document, to be shared with their manager.



Once this document is complete and has been downloaded, then participants will be able to print a personalised Certificate Of Completion.



Update Profile



Prerequisites



Face-To-Face



Digital Evaluation



1

2

3

4

5

6

7

8

Weekly Challenges

Live IT! Challenge Document



Certificate Of Completion



**proteus**  
**LEADERSHIP**

*creating great leaders*

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**Creating Great Leaders Across Australia**