



Virtual
Leadership
Program

4 x half days

2021

HR Essentials For Leaders

Managing Recruitment, Performance And Growth

proteus
LEADERSHIP
creating great leaders

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 4 x half-days expert Proteus facilitators will deliver 4 virtual sessions exploring a range of topics, all focused on preparing leaders to be better people managers.

These virtual sessions combined with 8 weekly digital challenges make it one of the most relevant HR leadership programs available.

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.

National Program Dates

2021



Virtual Program
(4 x half-day sessions)

8
Apr

15
Apr

22
Apr

29
Apr

2021



Virtual Program
(4 x half-day sessions)

8
Jul

15
Jul

22
Jul

29
Jul

2021



Virtual Program
(4 x half-day sessions)

5
Oct

12
Oct

19
Oct

26
Oct

2021



Program Sessions

9:00am - 12:30pm (AEDT - Melbourne Time)



Session 1

Topic 1 Managing Recruitment, Onboarding And Culture Fit

- Why Every Leader Needs To Embrace And Excel In The HR Essentials
- Human Resource Management And Everyday Leaders Working Together
- Attracting The Right People
- The Importance Of Getting And Assessing The Right Cultural Fit
- Conducting A Professional Interview
- The Impact Of 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'
- Onboarding New Staff To Enhance Culture And Workplace Wellness

Session 2

Topic 2 Leading Performance Development And Succession Plans

- Old School Appraisals Are Dead!
- Tailoring Performance Management - One Size Does Not Fit All!
- Establishing Clear KRA's And Performance Expectations
- Making Your Scoreboard Visible And Achievable
- What Does The 'New' Performance Management Tool Look Like?
- Creating A Culture Of Growth And Development
- Setting Up A Lifelong Learning Approach
- Building Transparent Succession Plans
- Communicating And Managing Succession Plans
- Setting Your People Up For Success

Session 3

Topic 3 Managing The Counselling And Disciplinary Process

- Fair Work Australia And The 2 Critical Ingredients - 'Procedural Fairness' And Being 'Fair And Reasonable'
- Demystifying 'The Unfair Dismissal' Process
- Transforming The Bullying And Harassment Default Position
- Gaining The Confidence To Take Control And To Act Early With Tough Love
- The 5-Step Roadmap For Counselling And Discipline Meetings
- The Art And Science Of Navigating Crucial Conversations
- Fundamental Communication Tips - Managing Your Tone And Body Language
- What Happens When It All Goes Wrong?
- The 'Let Me Help You To Grow Or Go' Concept

Session 4

Topic 4 Facilitating Collaboration, Feedback and Coaching

- Embracing The Leading As A Facilitator Concept
- Celebrating And Communicating The Good News
- Creating A Culture Of Resilience
- The Art And Science Of Facilitation - Leading Feedback, Collaboration And Negotiations
- Being Brave Enough To Keep It Simple
- Embracing Your Role As A Coach
- How To Deliver A Great Coaching Session
- Giving Your People Both Honesty And Future Hope
- Final Workplace HR Activity And Call To Action

Using Zoom

Proteus Leadership has committed to using the **ZOOM platform** for our **Virtual Webinars, Workshops** and **Multi-session programs**. Here are some things about your ZOOM program that you should know:

- It is simple and intuitive to set up
- A link to your program will be sent to you on confirmation and then on the day of the program. You will be asked to click on the link, download and join the meeting or webinar
- You can participate on any device – Windows, Mac, Tablets, Smart Phones
- With updated security features, Zoom is a safe place to meet virtually
- Throughout your program, interactive features will be used including: Polls, Q&A and Chat boxes
- In our workshops and Leadership programs participants will be able to work in multiple breakout rooms where they can interact with each other in groups

Proteus facilitators will make your Virtual program an interactive and informative experience that **will change the way you lead.**

Personal Program Coaching

No matter how powerful and helpful a personal development program can be, sometimes we stumble when trying to implement the skills back into our workplaces.

To assist in this area, Proteus is now offering post program personal coaching sessions via phone or Zoom. Each session is **45 minutes duration** and is conducted by one of our professional team.

Coaching Investment

2 Sessions **\$700pp + GST**

3 Sessions **\$1,000pp + GST**

4 Sessions **\$1,250pp + GST**

All prices are in AUD

Please feel free to speak to one of our helpful team to discuss a post program coaching plan for you and/or your team.



Program Portal

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 virtual sessions.



Update Profile



Prerequisites



Virtual Program



Digital Evaluation

2. Virtual Sessions

Participants will attend four virtual sessions and will be provided with an extensive program manual. Our expert facilitators will work with participants to get the most from these sessions.

3. The Digital Challenge



After completion of the virtual sessions, 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.



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



Live IT!
Challenge Document



Certificate Of
Completion

Investment

Investment

Individual _____ **\$950pp + GST**

All prices are in AUD



Program Manual
PDF copy



Ongoing digital
activities post
virtual sessions



Proteus
certificate of
completion

In-House Investment

This virtual leadership program can also be conducted In-house. Proteus facilitators will run your virtual program for up to 12 people. Extra participants can be added at an additional cost.

4 x Half-Day Program (up to 12 participants) _____ **\$13,000 + GST**

Extra Participants Over 12 _____ **\$850pp + GST**

All prices are in AUD

 In-house virtual programs can be facilitated on either Zoom or MS Teams



Program manual
PDF copy



Ongoing digital
activities post
program sessions



Proteus
certificate of
completion



Full Zoom & Teams
Management for
Virtual Programs

Cancellation Policy:

Payment is required before the commencement of training. All payments within 7 days of the program date must be paid by credit card or direct debit. 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 or the advertised price and will provide notice to participants before the event.

For further information
contact our team on:
1300 219 903



How to Register

 Register Online

Payment Methods

VISA 

Credit Card



Request Invoice

OR

 By Phone

Call us on 1300 219 903

Payment Methods

VISA 

Credit Card



Request Invoice



Direct Debit





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