

**proteus**  
LEADERSHIP  
*creating great leaders*

**Virtual  
Leadership  
Program**

# HR Essentials For Leaders

Managing Recruitment, Performance And Growth



# 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.

This program is also delivered as a face-to-face event over 2 x consecutive days.

These 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.

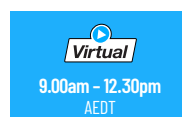
**People matter – so empower yourself to manage and lead them better through more effective Human Resource Management knowledge and skills.**

## Benefits of training with Proteus

- ✓ **Interactive workbooks** which allow participants to immerse themselves into a truly engaging experience (virtual programs).
- ✓ **Virtual break out rooms** are used to allow participants to work in smaller groups to complete activities and workshop ideas (virtual programs).
- ✓ **World-class facilitators** who are dedicated to helping people change their behaviour and actions.
- ✓ **Inspirational and practical content** that can be used immediately.

# National program dates

2023



**Virtual Program**  
(4 x half-day sessions)

8 Mar	15 Mar	22 Mar	29 Mar
2023			



**Virtual Program**  
(4 x half-day sessions)

9 May	16 May	23 May	30 May
2023			



**Virtual Program**  
(4 x half-day sessions)

29 Aug	5 Sep	12 Sep	19 Sep
2023			



**Virtual Program**  
(4 x half-day sessions)

1 Nov	8 Nov	15 Nov	22 Nov
2023			

Click on the button below to view our Professional Schedule.

NB: Face-to-face programs will only go ahead if safe to do so. If not, the program will revert to a virtual format. All COVID-19 restrictions and regulations will apply.



## 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 Collaboration, Feedback, And Coaching
- 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

for virtual programs

# Program Portal

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

3 Sessions **\$1,500pp + GST**

4 Sessions **\$1,800pp + GST**

5 Sessions **\$2,125pp + 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.

## 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 program portal.

Participants will be asked to create their profile and read and action any program prerequisites before participating in the training sessions.

## 2. Training Sessions

Participants will attend either 4 x virtual sessions or 2 x face-to-face 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 Challenges



After completion of the training sessions, participants will be required to complete the digital evaluation, which will unlock the digital challenges.



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. Participants will also receive a badge that they can share on social media and display in their profiles.



Update Profile



Prerequisites



Training Program



Digital Evaluation



Weekly Challenges



Live IT!  
Challenge Document



Certificate Of Completion




# Investment

## Investment

Prices valid for 2023 programs\*

 Individual (virtual) \_\_\_\_\_ \$1,250pp + GST

 Individual (face-to-face) \_\_\_\_\_ \$1,650pp + GST

All prices are in AUD



Program manual  
PDF copy



Ongoing digital activities  
post program sessions



Proteus certificate  
of completion

## In-House Investment

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

### Virtual

4 x Half-Day Program \_\_\_\_\_ \$17,500 + GST  
(up to 12 participants)

Extra Participants Over 12 \_\_\_\_\_ \$1,095pp + GST

### Face-to-face

2 x Consecutive Days Program \_\_\_\_\_ \$22,500 + GST  
(up to 12 participants)

Extra Participants Over 12 \_\_\_\_\_ \$1,450pp + GST

All prices are in AUD



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 \$75 administration fee.

\*Proteus Leadership reserves the right to change the facilitators/speakers or the advertised price.

For further information  
contact our team on:  
1300 219 903



## Virtual

Although our preferred Virtual platform is **ZOOM**, we are now offering to run our Virtual Programs and workshops on **TEAMS** and **WEBEX** for In-house programs. However, all of our publicly scheduled workshops will remain on Zoom at this stage. Remember, you don't have to sign up to Zoom to use it.

## How to register

 Register Online

### Payment Methods

   
Credit Card



Request Invoice

OR

 By Phone

Call us on 1300 219 903

### Payment Methods

   
Credit Card



Request Invoice



Direct Debit

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