

Virtual  
Leadership  
Program

**proteus**  
LEADERSHIP

*creating great leaders*

MULTI-SESSION PROGRAM

# HR ESSENTIALS FOR LEADERS

Managing Recruitment, Performance And Growth

2024  
-  
2025



# 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 sessions will be supported by a 1 hour launch, pre-program and 1.5 hour Program Review.

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

- ✓ **State of the art workbooks** which allow participants to immerse themselves into a truly engaging experience.
- ✓ **Group work** allowing participants to work in smaller groups to complete activities and workshop ideas.
- ✓ **World-class facilitators** who are dedicated to helping people change their behaviour and actions.
- ✓ **Inspirational and practical content** that can be used immediately.
- ✓ **Certificate of Completion and badge** that you can share on social media.

# PROGRAM STAGES



## Getting Started

Upon confirmation of your program, Proteus will provide you with the zoom link and additional comms to distribute to your team. Prior to the program, Proteus will provide you with an interactive workbook to download and use on the day of training. We ask all participants to pre install Zoom prior to the launch, to ensure that 1 device per person is used and that each participant has access to a web camera.



## Program Launch - Virtual

This 1 hour virtual launch will provide participants with an overview of the program introducing concepts relating to the topic. This will set participants up for success, both throughout the program, and in applying their learning back into the workplace.



## Program Sessions - Virtual

Participants will attend **4 x half-day Virtual sessions** and will be provided with an extensive interactive program manual.

Our expert facilitators will work with participants to get the most from these sessions.



## Program Review - Virtual

This 1.5 hour virtual session will focus on reviewing and embedding the learnings from the previous sessions.



## Certificate Of Completion

Participants will received a personalised 'Certificate of Completion' and a badge that they can share on social media and display in their profiles.



# PROGRAM INVESTMENT

## Individual Investment – Public Programs

Prices valid from January 1<sup>st</sup> 2024

Individual - (Virtual)

**\$1,450pp + GST**

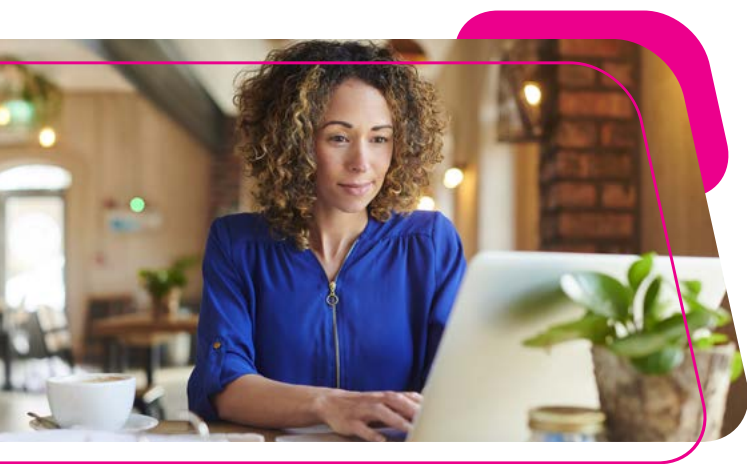
All prices are in AUD

Prices valid from January 1<sup>st</sup> 2025

Individual - (Virtual)

**\$1,495pp + GST**

All prices are in AUD



# PROGRAM DATES

2024

### Virtual (4-Half-Day Program)

Program Launch	Session 1	Session 2	Session 3	Session 4	Program Review
<b>30</b> Oct	<b>13</b> Nov	<b>20</b> Nov	<b>27</b> Nov	<b>04</b> Dec	<b>11</b> Dec

2025

### Virtual (4-Half-Day Program) AM

Program Launch	Session 1	Session 2	Session 3	Session 4	Program Review
<b>01</b> May	<b>08</b> May	<b>15</b> May	<b>22</b> May	<b>29</b> May	<b>05</b> Jun

### Virtual (4-Half-Day Program) PM

Program Launch	Session 1	Session 2	Session 3	Session 4	Program Review
<b>02</b> Oct	<b>09</b> Oct	<b>16</b> Oct	<b>23</b> Oct	<b>30</b> Oct	<b>06</b> Nov

## Multi-Session Programs (Virtual)

### AM

<b>Program Launch</b>	1:00pm – 2:00pm
<b>Session 1</b>	9:00am – 12:30pm
<b>Session 2</b>	9:00am – 12:30pm
<b>Session 3</b>	9:00am – 12:30pm
<b>Session 4</b>	9:00am – 12:30pm
<b>Program Review</b>	1:00pm – 2:30pm

AEST/AEDT

### PM

<b>Program Launch</b>	1:00pm – 2:00pm
<b>Session 1</b>	1:00pm – 4:30pm
<b>Session 2</b>	1:00pm – 4:30pm
<b>Session 3</b>	1:00pm – 4:30pm
<b>Session 4</b>	1:00pm – 4:30pm
<b>Program Review</b>	1:00pm – 2:30pm

AEST/AEDT

2024 7 Apr \_\_\_\_ AEDT → AEST  
6 Oct \_\_\_\_ AEST → AEDT

2025 6 Apr \_\_\_\_ AEDT → AEST  
5 Oct \_\_\_\_ AEST → AEDT

## Program Launch (Virtual) - 1:00pm - 2:00pm

This 1 hour Virtual launch will provide participants with an overview of the program introducing concepts relating to the topics. This will set participants up for success, both throughout the program, and in applying their learning back into the workplace.

## Virtual - AM 9:00am - 12:30pm / PM 1:00pm - 4:30pm

### Session 1

#### Managing Recruitment, Onboarding And Culture Fit

- 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

#### Leading Performance Planning, Growth and Succession

- Old School Appraisals Are Dead!
- Tailoring Performance Planning - One Size Does Not Fit All!
- What does the new Performance Planning look like?
- Creating A Culture Of Growth And Development
- Setting Up A Lifelong Learning Approach
- Building Transparent Succession Plans

### Session 3

#### Managing The Counselling And Disciplinary Process

- Demystifying 'The Unfair Dismissal' Process
- Transforming The Bullying And Psychosocial Injury Default Position
- Gaining The Confidence To Act Early
- 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?

### Session 4

#### Facilitating Collaboration, Feedback and Coaching

- Embracing The Leading As A Facilitator Concept
- The Art And Science Of Facilitation
- Celebrating And Communicating The Good News
- Creating A Culture Of Resilience
- Embracing Your Role As A Coach
- Honesty and Hope

## Program Review (Virtual) - 1:00pm - 2:30pm

This 1.5 hour Virtual session will focus on reviewing and embedding the learnings from the previous sessions.

2024 7 Apr \_\_\_ AEDT → AEST  
6 Oct \_\_\_ AEST → AEDT

2025 6 Apr \_\_\_ AEDT → AEST  
5 Oct \_\_\_ AEST → AEDT

# PROGRAM INVESTMENT IN-HOUSE

This Leadership program can also be conducted In-house (either Virtually, Face-to-Face or a Hybrid approach). Proteus facilitators will run your program for up to 15 people. Extra participants can be added at an additional cost.



## Virtual Investment

### Program Launch - 1 Hour (Virtual)

Program Welcome & Overview

### Program Sessions - 4 x Half-Day (3.5 hours/day)

Up to 15 participants.

### Program Review - 1.5 Hours (Virtual)

Individual or Group Presentations - Optional  
Organised Internally by the Client

2024

\$21,000\* + GST

Extra participants over 15 charged at \$1,250pp + GST

2025

\$22,500 + GST

Extra participants over 15 charged at \$1,350pp + GST

\*All in-house programs must be booked by December 20 2024. Book before this date to secure your training in 2024/2025 at the 2024 price.



## Face-to-Face Investment

### Program Launch - 1 Hour (Virtual)

Program Welcome & Overview

### Program Sessions - 2 x Full-Days (8 hours/day)

Up to 15 participants.

### Program Review - 1.5 Hours (Virtual)

Individual or Group Presentations - Optional  
Organised Internally by the Client

2024

\$26,000\* + GST

Extra participants over 15 charged at \$1,650pp + GST

2025

\$27,500 + GST

Extra participants over 15 charged at \$1,650pp + GST

\*All in-house programs must be booked by December 20 2024. Book before this date to secure your training in 2024/2025 at the 2024 price.

Hybrid (combination of Virtual and Face To Face delivery) options are available upon request. Additional travel costs may apply to rural and regional areas.



Virtual: Interactive Program manual PDF copy

Face-to-face: Printed Program manual



Proteus Certificate of Completion



Full Zoom & Teams Management for Virtual Programs



For further information contact our team on: 1300 219 903

**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.

# 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, however a desktop or laptop computer is recommended
- 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.

## Virtual

All of our public and In-house programs will be running through the **Zoom platform**. Remember, you don't have to sign up to Zoom to use it.

# PERSONAL 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 Teams, Zoom or Phone. 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.

# HOW TO REGISTER

## Online




**Payment Methods**

**VISA**    
Credit Card Request Invoice

## By phone

**Call us on 1300 219 903**

**Payment Methods**

**VISA**     
Credit Card Request Invoice Direct Debit

**proteus**  
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Melbourne

Noosa

North Sydney

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