

Leadership capability workshops

Retention: the talk of today...

According to the Human Capital Magazine “**retaining staff** need not cost the earth”, nor should it cause you, the employer, to lose sleep. Follow these top ten tips for retaining the best:

1. Ask staff how they feel about the business through climate surveys and exit interviews. This will generate vital information that can be used to improve the working environment
2. Non-financial benefits such as mobile phones, laptops, home internet connections etc enhance overall packages without increasing salaries
3. Offer flexible working arrangements that allow staff family time. Unpaid leave options are also highly regarded
4. Help staff achieve work-life balance by offering time-in-lieu for hard work. Likewise, time off to do voluntary work shows you appreciate your staff's values
5. Reward staff who don't take sick leave with a 'healthy day' off
6. Continually acknowledge good work. Staff may become disheartened if they have to wait for annual reviews to receive recognition
7. Develop well-defined career paths specific to the ambitions of individual staff members
8. Offer training and development opportunities - staff value relevant professional growth
9. Use mentoring to help all staff learn and develop while on the job
10. Try to give all employees a sense of responsibility and a voice in decision-making processes

Development and Learning...

Let's look closely at **option 8**: Offer training and development opportunities - staff value relevant professional growth.

Ask yourself:

- How often do your people get promoted into jobs only to be left to **sink or swim**?
- How often are your people working in jobs without **role clarity** or **alignment** to the overall needs of the business?
- What are your absenteeism and safety incidence numbers looking like?
- What skills and development do you offer your frontline leaders when they are first promoted into a **leadership** role?
- How do you ensure your leaders understand **legislative** requirements and operate within your organizational values framework for building effective workplace relationships?

Workshops that inspire...

At Lifelong Learning we have listened to people within many Organisational settings and have developed two (2) very successful workshops that **build leadership capability** whilst enhancing workplace relationships, community and well-being.

The workshops are directed at your frontline leaders, both new and existing and provide participants with the skills and knowledge to effectively lead your organisation.

The content is built around **your values**, **your policy** and **your procedures** inside relevant legislation with a big dose of people behavioural learning thrown in to ensure successful outcomes are achieved.

Our existing clients will validate this!

Human Resource Development workshop

Program Overview

The aim of this program is to provide front-line leaders with the skills and knowledge to effectively manage their people within the **Australian legislative** and **your organisational Policy** framework. It focuses on the competencies managers need to be successful leaders. It is about developing skills in communication, performance management, group dynamics, team building, workplace ethics, negotiation, and collaboration.

Effective learning provides opportunity for leaders to reach their optimum capability faster than those who simply learn on-the-job or are 'thrown in at the deep end'. This four day program explores *life* at your Organisation through living your values and building effective relationships for creating a workplace that will enable your Organisation to become an employer of choice.

Recommended For

People in a supervisory role (Leading hands, Supervisors, Foremen, Superintendents, Departmental Managers, Executive Managers) who need to develop an understanding of the key elements of the role.

Content

- Creating and sustaining effective workplace relationships
- Exploring trust and organisational culture
- Teams, relationships and effective communication
- Industrial Relations Legislation and organisational Policy
- EEO & professional conduct in the workplace
- Industrial action and unions
- Interpreting employment contracts
- Managing People – a look at performance management
- Coaching for improved performance
- Discipline in the workplace
- Applying leadership principles

Learning Outcomes

As a result of attending this program, participants will be able to:

- Identify and apply key human resource skills of communication, performance management and discipline
- Identify strategies to manage and resolve interpersonal and inter-group conflict
- Manage performance consequences and coach for performance improvement
- Apply appropriate leadership to create and sustain effective workplace relationships

Nationally Recognised

Some aspects of this program are aligned to nationally recognised competencies that will provide the participant with a Statement of Attainment for 2 units towards Certificate IV or Diploma of Business (Frontline Management).

Duration

4 days

Safety Leadership workshop

Program Overview

The aim of this program is to provide frontline leaders with tools and insights for creating a safety culture so the individuals can grow while building the organisation.

The capability to achieve the many challenges facing organisations lies with its people. To achieve a safety culture, organisations have the resources; it is simply a process of effectively mobilising these internal resources to model appropriate safety leadership behaviours. If leadership is a skill, it can be learnt; if safety is an attitude, it can be acquired through observing and modelling the behaviours of others. Safety leaders are those that are clear that what they say and do makes a difference. They care for the lives and safety of their crew and do not accept inappropriate or unsafe work practices - ever, without exception.

Recommended For

People in a supervisory role (Leading hands, Supervisors, Foremen, Superintendents, Departmental Managers etc) who need to develop an understanding of the key elements of the role.

Content

- Identifying the characteristics of effective supervisors/frontline leaders
- Exploring the many roles of frontline leadership through story
- Occupational Health and Safety Management System (AS:4801)
- Unpacking the Mines Safety Inspection Act (MSIA)
- A look at communication
- 6 Thinking Hats as a system thinking tool
- Applying Risk Management Processes
- Accident and Incident Investigations
- Applying leadership principles

Learning Outcomes

As a result of attending this program, participants will be able to:

- Identify and apply key frontline leadership skills of communication and safety performance management.
- Identify strategies to manage risk and engage the workforce in utilizing organizational safety tools.
- Manage safety performance consequences through sound investigation techniques.
- Apply appropriate leadership to create and sustain a safe workplace

Nationally Recognised

Some aspects of this program are aligned to nationally recognised competencies that will provide the participant with a Statement of Attainment for 1 unit towards Certificate IV or Diploma of Business (Frontline Management) and 3 units within the Metalliferous Mining General Competencies aligned to the S1, S2 and S3 Coal Competencies.

Duration

3 days