

Professional Development Catalogue

2023

People
Consultancy

26+ TOPICS

3 WAYS TO LEARN

6 CATEGORIES

3 CAPABILITIES

CONTINUOUS
DEVELOPMENT
OPPORTUNITIES



LIVING OUR VALUES

INCLUSION

INNOVATION

EXCELLENCE

EMPOWERMENT

COLLABORATION

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Professional development at Federation University

The contents of this catalogue focus primarily on the professional development opportunities offered by People and Culture.

The professional development process at Federation University focuses on enabling you to enhance your skills and maximise your potential. The key development offerings for each department can be accessed via the following pathways.

PEOPLE AND CULTURE

The courses outlined in this catalogue are offered by the People Consultancy team.

ACADEMIC DEVELOPMENT

The Centre for Academic Development (CAD) offer a range of information, resources and sessions in the areas of student-centred learning and teaching practices. **Access the Learning and teaching professional development page** [↗](#)

RESEARCH AND INNOVATION

Research Events for Development and Information (REDI) Calendar – view and register for professional development sessions offered by Research Services, Library and the Graduate Research School. **Access the REDI Calendar** [↗](#)

The Researcher Development page provides information and links to Researcher Development programs and on-demand training courses, as well as recordings of previous professional development sessions. **Access the Researcher Development SharePoint** [↗](#)

INFORMATION TECHNOLOGY SERVICES (ITS)

Access training resources, such as LinkedIn Learning, Microsoft Teams and SharePoint support, recordings of previous training sessions and information on upcoming training sessions. **Access the IT Training page** [↗](#)

OHS AND WELLBEING

OHS and Wellbeing offer a range of internal training sessions related to health, safety and wellbeing. **Access the OHS and Wellbeing Training Schedule** [↗](#)

FINANCE

Important information to assist with the day-to-day finance functions you perform include general training, MyFinance and eProcurement training resources. **Access to Finance training** [↗](#)

FEDERATION TAFE

The VET Practice Unit provides professional development, resources, and guides on; systems, compliance, learning and teaching technologies, and best practice, specific to Vocational education and Training. **Access the TAFE Staff Ready page** [↗](#)

How to use this catalogue

Our commitment to learning

To support Federation University's strategic plan and People Strategy, we are committed to building and enhancing the capabilities of our workforce through a range of development programs. The programs support the University's structure and new ways of working together to achieve our strategic priorities.

Through these development opportunities you will discover new possibilities as the University works towards up-skilling and re-skilling our workforce to be more agile and adaptable in the changing world of work. These programs will enhance leadership and general capabilities as we utilise technological advancements and reimagine new possibilities in the way that we work.

We encourage you to use this catalogue to identify development programs that closely align with your role, your work area, and in line with your Performance Review and Development Program (PRDP) and the strategic direction of the University.

Identify your development goals

STEP ONE

- Start by identifying your development goals.

STEP TWO

- Make a list of the training course/s you would like to complete by viewing the course offerings within this catalogue.

STEP THREE

- Discuss your development objectives with your line manager and include your courses to your PRDP development opportunities.

In this process, your line manager may also recommend professional development opportunities to you. Go to the **Performance Review and Development Program** web page to learn more about the PRDP process and stages.

STEP FOUR

- Register for your training course through ELMO.

Register for training

You can browse and enrol in professional development courses via ELMO:

STEP ONE

Log in to the **ELMO online learning management system** <via Google Chrome>.

STEP TWO

Select the **Learning** tab.

STEP THREE

Select the **Course Catalogue** tab.

STEP FOUR

Search or **Filter** your course type.

STEP FIVE

Press the **Sessions** button on the relevant course (do not select Enrol as you are required to select a session date).

STEP SIX

Select the **Sign Up** button to secure the preferred session date.

Six learning areas

This catalogue includes development opportunities in six key learning areas aligned with our University's strategic goals.



FEDERATION IN FOCUS

At Federation University, we are committed to providing a safe and equitable workplace, where we foster an environment based on trust, compliance and ethical behaviours and standards. The training in this section supports you and the University in meeting the requirements of internal policies and procedures and the applicable legislation.



PROFESSIONAL DEVELOPMENT

The University is committed to further developing the capability of our workforce which promotes a culture of lifelong learning. We encourage you to participate in learning and development opportunities to support your career and professional development aspirations.



DIVERSITY AND INCLUSION

The University is committed to providing a safe and equitable environment, free from discrimination and harassment and to creating a sense of belonging and wellbeing which reflects our values. Here you will find courses that build and develop the skills required to continue to foster a positive environment.



HEALTH, SAFETY AND WELLBEING

Our health and wellbeing approach is guided through policy, increasing the skills and competencies of all managers and staff. This will increase opportunities for participation and responsibility in health and wellbeing across the University and develop resilience through personal and lifestyle-focused support.



LEADERSHIP DEVELOPMENT

Generate leadership capability to inspire a culture of agility and innovation that enhances high levels of engagement, accountability and service orientation.



FUTURE OF WORK

These professional development offerings focus on technological advancements and new working methodologies to up-skill and re-skill our workforce as we move into the future of work.

Key capability areas and ways to learn

Our professional development offerings are aligned to key capabilities required to deliver our strategic objectives. Our program delivery is supported by three ways of learning, providing you with flexibility and accessibility for these opportunities.

Three capability areas of focus in 2023



AGILITY AND ADAPTABILITY

- Promotes adaptive ways of working by embedding agile methodology into operational practice to build a strong and sustainable University with a dynamic and empowered workforce.



ADAPTIVE LEADERSHIP

- Leadership training programs which provide essential skills and techniques required to lead effective teams to provide guidance and enable workflows and approaches to achieving University priorities.



WORKFORCE PLANNING

- Deliver new ways of working to future proof our workforce by developing skills and capabilities to deliver on our strategic priorities both now and into the future.

Three ways to learn



SELF LEARNING

- Learn in your own time at your own pace via our online platforms.
- ELMO for compliance modules.
- LinkedIn Learning for unlimited access to 16,000+ Business, Design and Tech online courses.



VIRTUAL

- Reference a PowerPoint slide to assist in your explanation.



FACE-TO-FACE

- Face-to-face development opportunities are available on campus throughout the year and hosted by internal and external facilitators.

Embedding the living values

The Living Values are the first step in the University's culture change program. They provide the foundation necessary to develop new ways of working that will facilitate the achievement of strategic priorities outlined in the Federation University *Strategic Plan 2021-2025*.

In order to instil a deeper understanding of the Living Values Charter and how it can enhance the ways we collectively and consistently work together, we have embedded the Living Values into our course offerings. These values provide the foundation necessary to develop new ways of working.



INCLUSION

We champion access and inclusion for all.

We celebrate our diversity, particularly valuing Aboriginal and Torres Strait Islander cultural heritage, knowledge and perspectives.



INNOVATION

We innovate to transform.

We are agile and responsive to emerging opportunities.



EXCELLENCE

We excel in all that we do.

We act with integrity and take responsibility for achieving high standards.



EMPOWERMENT

We respect and trust our people.

We create a supportive environment to take informed risks in pursuit of success.



COLLABORATION

We are stronger together.

We establish genuine partnerships built on shared goals.

Embedding knowledge

To obtain maximum benefit from your investment in time in building knowledge and skills, it is important to embed your new learnings into your day-to-day activities.

Following your attendance at a professional development session, research indicates that 70 percent of information is lost within 24 hours and up to 90 percent within a week. In order for training to be most effective, we must capture valuable information within 24 hours and continue to maximise learning experiences by embedding this learning. The People Consultancy team is here to support you on this journey however embedding knowledge transfer is the responsibility of the learner.

Each opportunity outlines how to maximise your learning experience through the following embedding initiatives.



PRE-WORK

Increases learner retention, ignites learner curiosity and buy-in and helps with obtaining knowledge. Pre-work may include, survey's learning activities, identifying goals and pre-reading.



POST-WORK

In order to continue embedding knowledge post-work will continue to develop your skills and experience. It may include following useful links offered in the course catalogue under your course offering, survey's, tasks, assignments, following a blog, implementing a plan or through feedback.



ACCOUNTABILITY PARTNER

These partners can inspire you to achieve your goals by keeping you accountable as you work towards reaching a common goal. Accountability partners allow growth and sharing of knowledge and experiences.



COMMUNITY OF PRACTICE (CoP)

Communities of practice provide a space for staff to collaboratively reflect, review and regenerate their learning experiences. These peer-to-peer learning experiences provide collaborative environments to share knowledge and discuss best practice.



SUPERVISOR FOLLOW-UP




Supervisors provide the opportunity for staff to implement and embed their learning into their everyday work.

70:20:10 Learning and Development Model

The 70:20:10 Learning and Development Model (Lombardo & Eichinger, 2000) provides a holistic approach to learning.

The model recognises that effective learning and development can take place in a variety of ways. It leverages learning through experience, socialisation, and formal training methods in order to build a high performance workforce.



	ON-THE-JOB EXPERIENCE 70 percent of learning comes from learning on the job, through situational learning from experience, experimentation, reflection and working with your supervisor to ensure you can continue to put your learning into practice.
	INFORMAL LEARNING 20 percent of informal learning come from working with others and collaboration. Accountability partners and communities of practice assist with the embedding of knowledge.
	FORMAL LEARNING 10 percent comes from formal coursework and training in a planned learning setting.

Role of the supervisor in learning

We are committed to supporting your professional development and building new knowledge and skills.

How supervisors support the learning and development of staff

Before registering and attending a training program you should consider your learning and development objectives in your PRDP.

Your professional development objectives must align to the strategic priorities of the University and your relevant work area. Discuss your professional development objectives with your PRDP supervisor prior to enrolling into a course offering. Your supervisor may also recommend professional development opportunities that support your career progression.

Regular communication and feedback is the key to success and supervisors will provide feedback, encouragement and opportunity to apply and demonstrate these new skills and capabilities.



Federation in Focus

Learning Area



LIVING OUR VALUES

INCLUSION

INNOVATION

EXCELLENCE

EMPOWERMENT

COLLABORATION

Mandatory compliance training



Federation University is committed to providing a safe and equitable workplace where all staff, students and community members are valued and treated fairly.

Underpinned by our Living Values, we foster a workplace based on trust, compliance and ethical behaviours and standards, and to comply with internal policies and procedures and the applicable legislative requirements.

To support this commitment, we have a suite of mandatory and compliance modules to assist you in understanding your responsibilities. The modules will be assigned based on your employment type and must be completed, depending on the module, within the first two to four weeks of commencement of employment or from the date of enrolment.

Most modules will take between 15 and 30 minutes, with a short assessment requiring an 80% pass rate to complete successfully. A number of the modules have a refresher period after 12 – 24 months, at which time you will be notified by email to recomplete.

Our mandatory and compliance modules are hosted in our Learning Management System (LMS) which is known as ELMO. On activation of your ELMO profile, you will receive a welcome notification in addition to an enrolment confirmation for each of the module listed below.

The modules and completion timeframes include:

Module	Completion timeframe
Living Values – Your journey begins here	2 weeks
Privacy and data protection awareness	
Information technology (IT) systems induction	
Prevent Discrimination and Harassment	
Fraud and Corruption Awareness	
Workplace bullying and occupational violence	
Child Safe Standards	
Corporate Induction	4 weeks
Indigenous cultural awareness – foundations ¹	
Introduction to procurement ²	

1. Module 'recommended' for casual and sessional staff (unless mandated/required for the staff role).

2. Mandated where required for a role. Available for self-enrolment for all other staff.

You are responsible for completing training in the nominated timeframes. We understand that from time to time this may not be achievable. In these instances, you must coordinate this requirement with your line manager who will support you meeting this requirement.

If you are having issued access ELMO, please contact the People Consultancy team at od@federation.edu.au

The ITS Training and Development team provide training and supporting resources for various systems and applications used by Federation staff. The solutions offered are aligned with the Federation's strategic priorities to realise capabilities and efficiencies.

Most training sessions are recorded and accompanied by knowledge base resources for further information and advice.

Popular training offerings

Phishing Awareness

The Phishing Awareness training sessions are designed to help you identify potential phishing attacks, report phishing emails, and know who to contact for help or additional information.


Microsoft Teams

ITS Training and Development run regular Teams training sessions focusing on different functionality within the Teams application. This year, a key focus of Teams training will be how to deliver classes online as well as regular updates on new features.

New staff induction

At the start of each semester, ITS Training and Development run an induction session for new staff. These sessions are designed to help find appropriate resources via the website, build their email signature, navigate document storage, and get started with Microsoft Teams and Viva Engage for communication.

Learning resources

You can register for ITS training, and access resources and support by visiting the **ITS Training and Development SharePoint**  site.

Other Microsoft applications

Along with Microsoft Teams training, ITS Training and Development offer training for several other Microsoft applications including:

- OneNote
- Outlook
- Word
- Planner
- Bookings
- Forms

Specialised applications

Training is also offered to relevant staff for:

- myFinance
- MagiQ
- InPlace
- fdIGrades
- ServiceNow
- Allocate+
- Connected Classrooms

LinkedIn learning

Providing you with access to resources that support in-demand professional and personal skills development.



LinkedIn Learning supports our learning and development approach and enhances our professional development catalogue offering through:

- access to customised, bite-sized, on-demand learning;
- skill development that compliments all learning styles; and
- increasing capabilities with a focus contemporary skills development.

With access to a diverse range of courses and content, you can choose from the extensive tutorials and personalised recommendations and begin learning at a time and location that is convenient to you.

We encourage you to utilise this staff benefit and log into LinkedIn Learning today to enhance your learning and development journey.

Activate your LinkedIn Learning account

If you haven't yet activated your account, go to the [activate your LinkedIn Learning](#) account page. **Access is free for Federation University staff.**

Need help accessing LinkedIn Learning? Get in touch with the **ITS Training and Development** team. [↗](#)

Learning paths and courses

Learning 'paths' have been developed to support specific areas of priority and focus and provide you with a curated set of videos, courses and content on a specific topic or career trajectory.

You will also find a range of standalone courses to develop understanding and support skill development in specific areas of priority and focus.

Simply activate your LinkedIn Learning account and start exploring the suggested resources below:

Learning path recommendations

- [Get started with LinkedIn Learning](#) [↗](#)
- [Introduction to Microsoft Office 365 applications](#) [↗](#)
- [Cyber security awareness program](#) [↗](#)
- [Project management essentials](#) [↗](#)

Standalone course recommendations

- [Recharge your energy for peak performance](#) [↗](#)
- [Developing your emotional intelligence](#) [↗](#)
- [Leading with emotional intelligence](#) [↗](#)
- [How to be adaptable during change and uncertainty](#) [↗](#)

Performance Review and Development Program (PRDP)



The PRDP is the University's performance management process whereby strategic priorities and objectives are aligned to the performance and professional development of employees.

The PRDP process provides you, along with your supervisor, the opportunity to identify and discuss your development and training requirements, which are planned and reviewed throughout the year. When the process is implemented and followed correctly, it help us to be our best by boosting self-esteem and overall morale.


Learning objectives

- gain an understanding of the Performance Review and Development Program (PRDP);
- gain an understanding of the PRDP Framework;
- understand the stages of the PRDP Process;
- how you can cultivate a cultural road-map which is informed by the University's Strategic Plan;
- how to embed the values and behaviours into annual objectives from our Living Values and strategic objectives;
- how to write SMART goals; and
- how to use the online system component to develop and review your PRDP objectives.

Facilitator

Self-led online module

Program availability

This on-demand module is currently being finalised, with availability to be promoted via FedNews, FedEngage and the **Training and Development**  web page.

CAPABILITY AREA



WORKFORCE PLANNING

LIVING VALUES



EXCELLENCE



EMPOWERMENT

TARGET AUDIENCE

ALL STAFF

DURATION

1 HOUR

DELIVERY MODE



SELF



VIRTUAL



FACE-TO-FACE

Procurement essentials



FEDERATION
IN FOCUS

Procurement is a fundamental aspect of modern business and is crucial to the sustainability and success of Federation University.

If you or staff you supervise are required to perform procurement (or purchasing) activity, it is critical that you have an understanding of the University's Procurement Framework and adhere to its requirements.

Completion of the learning module '**Introduction to procurement**' is highly recommended prior to attending this program.

Learning objectives

- identify where to find the Procurement Framework in the staff intranet;
- understand the different procurement processes for purchasing goods and services at Federation University; and
- know how to undertake a procurement at Federation University.

Facilitator

John Fox is the Manager, Strategic Procurement at Federation University and is an experienced leader in strategic sourcing and procurement, with an extensive business and higher education management background.

Program availability

Access [ELMO](#) to review upcoming dates and to 'Sign Up' 

CAPABILITY AREA



AGILITY AND ADAPTABILITY

LIVING VALUES



EXCELLENCE

TARGET AUDIENCE

ALL STAFF

DURATION

1 HOUR

EMBEDDING KNOWLEDGE



PRE-WORK

DELIVERY MODE



SELF



VIRTUAL



FACE-TO-FACE



Professional Development

Learning Area



LIVING OUR VALUES

INCLUSION

INNOVATION

EXCELLENCE

EMPOWERMENT

COLLABORATION

Accidental counsellor

Recognise • Respond • Refer



PROFESSIONAL
DEVELOPMENT

Based on the Recognise, Respond, Refer model, this training will teach attendees how to look after their students, colleagues and themselves.

The Accidental counsellor workshop gives participants the skills to respond to colleagues or students in crisis, or those in vulnerable circumstances, in a way that is appropriate, empathic and respectful, whilst being within strictly defined boundaries.

Causes of crisis discussed will include mental illness, traumatic events, suicide, stress and other significant challenges which the staff member or student might encounter.

Learning objectives

- identify causes of crisis and associated behaviours;
- learn the skills to engage and respond in an empathic and respectful way;
- understand and be able to use the 'CPR for Difficult Conversations' framework to assist in navigating through heightened, emotion-driven conversations with the aim of de-escalating and moving forward in a positive and empowering way;
- identify and understand the importance of the three boundaries: boundary of the role, of the conversation and as provided by policy and procedure; and
- reduce the impact of vicarious stress and trauma using self-debriefing techniques and through practicing essential self-care.

Facilitator

Cutty Felton is the founder of Accidental Counsellor Pty Ltd. She delivers keynote addresses, consults with, mentors and trains those that engage with colleagues or clients in distress or vulnerable circumstances.

By profession Cutty is a solicitor. She has trained as a Lifeline Telephone Crisis Support volunteer and headed up Lifeline H2H Corporate and Community training for 4 years. Cutty developed and produced her own highly acclaimed version of 'Accidental Counsellor', including her distinct approach to crisis communication.

Program availability

Managers and supervisors can contact the **People Consultancy** team to express your interest in this 'by invitation' program.

CAPABILITY AREA



AGILITY AND ADAPTABILITY

LIVING VALUES



INCLUSION

TARGET AUDIENCE

BY INVITATION

DURATION

4 HOURS

DELIVERY MODE



SELF



VIRTUAL



FACE-TO-FACE

Become an effective chairperson

This workshop is for those seeking to lead meetings more effectively



PROFESSIONAL
DEVELOPMENT

A chairperson's role is complex, with responsibilities including good governance, ensuring proper information flow, facilitating communication, managing meeting conduct, ensuring that decisions are made and follow up action is taken. Importantly, the chair helps to set the tone, promotes constructive contributions from meeting participants and represent the organisation's values.

Learning objectives

By the end of this session, participants will be able to demonstrate a better understanding of their role as chair and have a broader set of strategies to improve meeting preparation, inclusive and respectful participation by members and more effective committee decision making.

Participants will gain confidence in their role as a leader and will be able to:

- understand the characteristics of an effective chairperson;
- design an agenda to maximise meeting effectiveness and outcomes;
- demonstrate capability against the 4 PTMs of meeting preparation;
- be able to identify what constitutes inclusive participation and develop strategies to achieve open and constructive discussion of matters; and
- manage conflict and understand summarising and reframing techniques.

Facilitator

Brooke Young has over 30 years' experience across higher education, management consulting, and the not-for-profit sector. Brooke has delivered a range of strategically focused projects in the areas of marketing, digital solutions, organisational redesign, managed services, and graduate employment. She has extensive experience as a chairperson and board member and has held executive roles at the University of Melbourne, Victoria University, and Monash College. Brooke is a Fellow of the Australian Marketing Institute and is a trained mediator.

Program availability

Managers and supervisors can contact the **People Consultancy** team to express your interest in this 'by invitation' program.

CAPABILITY AREA



AGILITY AND ADAPTABILITY

LIVING VALUES



EXCELLENCE



COLLABORATION

TARGET AUDIENCE

BY INVITATION

DURATION

2.5 HOUR SESSION

EMBEDDING KNOWLEDGE



COMMUNITY OF PRACTICE

DELIVERY MODE



SELF



VIRTUAL



FACE-TO-FACE

Crucial conversations: creating success through feedback



PROFESSIONAL
DEVELOPMENT

In theory, building a culture where leaders can provide both positive and constructive feedback to employees sounds straightforward. The reality can be very different.

Time poor, reticence to have 'difficult' conversations, fear of micromanaging or taking a 'hands-off' approach, fear of saying the wrong thing, or not knowing how to approach the conversation are just some of the common challenges leaders can encounter.

Getting feedback right pays huge dividends and contributes to individual, team and organisational success. Not only will your staff feel more empowered to be the best they can be, the research is unequivocal – engagement, performance, productivity and retention all increase as well as psychological safety across the organisation.

So how can you build a culture of feedback across your business unit without drastically increasing your already overburdened workload? This program will equip you with the skills to confidently grow and empower your staff.

Learning objectives

- learn the what and why feedback and the two key goals of feedback;
- consider what the research tells us regarding the impact of ignoring, versus positive, versus negative feedback and how this applies to your practice;
- learn how to handle 'tricky and difficult feedback';
- discover a step-by-step process for providing positive and negative feedback including a communications framework; and
- tips and 'tricks' to build confidence and skill.

Facilitator

Catherine Twiss is a highly experienced consultant and coach with more than 15 years delivering leadership and organisational development programs. She is a registered psychologist with a Masters of Organisational Psychology.

Her approach is underpinned by evidence-based research and rigor. She has developed a reputation for the design, development and delivery of international best practice facilitation and training across a range of subjects.

Program availability

Access **ELMO** to review upcoming dates and to 'Sign Up' [↗](#)

CAPABILITY AREA



ADAPTIVE LEADERSHIP

LIVING VALUES



INCLUSION



EXCELLENCE



EMPOWERMENT

TARGET AUDIENCE

MANAGER/SUPERVISOR

DURATION

3.5 HOURS

EMBEDDING KNOWLEDGE



POST-WORK



ACCOUNTABILITY PARTNER

DELIVERY MODE



SELF



VIRTUAL



FACE-TO-FACE

Mastering meetings

Agendas, goals, the art of minute taking



This session will help you build the confidence and skills you need to master agenda preparation, minute-taking, and how to make any meeting more productive.

If your work involves compiling minutes of meetings, strategic planning forums, team briefings, or other working group meetings, this session is for you. You will learn more about the role of the minute taker, time-saving tips, and strategies to ensure that the decisions and actions agreed at meetings are recorded accurately.

By the end of this session, participants will be able to understand committee basics, the importance of minute taking, what the role involves, and tools available to make minute taking more efficient.

Learning objectives

By the end of the workshop you will be able to:

- feel more confident in your role;
- understand committee basics and terms of reference;
- identify critical information to be minuted;
- create an agenda to make the best use of time and capture relevant information;
- keep track of action items and prepare a checklist of tasks to be carried out before, during and after meetings;
- understand appropriate language and style for formal and informal meetings;
- know how to access time saving tools and strategies; and
- contribute to more productive meetings.

Facilitator

Brooke Young has over 30 years' experience across higher education, management consulting, and the not-for-profit sector. Brooke has delivered a range of strategically focused projects in the areas of marketing, digital solutions, organisational redesign, managed services, and graduate employment. She has extensive experience as a chairperson and board member and has held executive roles at the University of Melbourne, Victoria University, and Monash College. Brooke is a Fellow of the Australian Marketing Institute and is a trained mediator.

Program availability

Access [ELMO](#) to review upcoming dates and to 'Sign Up' ↗

CAPABILITY AREA



AGILITY AND ADAPTABILITY

LIVING VALUES



INCLUSION



EXCELLENCE



EMPOWERMENT



COLLABORATION

TARGET AUDIENCE

ALL STAFF

DURATION

2.5 HOUR SESSION

EMBEDDING KNOWLEDGE



COMMUNITY OF PRACTICE

DELIVERY MODE



SELF



VIRTUAL



FACE-TO-FACE

Revolutionise your inbox



PROFESSIONAL
DEVELOPMENT

A breakthrough method to transform the way you manage your inbox and workload.

Here is an opportunity to elevate and enhance your skills in this critical area of everyday working practice. You will learn practical information that you can implement on the spot and gain increased clarity around the next actions and the timeframes required for completing tasks that arrive via email.

As a result, you will feel more in control of your workday and a less overwhelmed by your inbox.

Learning objectives

- get control of email interruptions;
- reduce distraction from your higher priority tasks and projects;
- establish a proven method to get and keep the inbox organised and under control;
- set up a system to streamline and better manage workload;
- restructure email storage for quicker filing and retrieval;
- reduce email time by 40-50%; and
- clear up 15-20% of headspace.

Facilitator

Email and workplace productivity expert, **Stuart Snooks** brings his many years of research and experience in presenting proven email management best practices in this session. The practical strategies he teaches are lifechanging and will transform your experience when working with email.

Program availability

Managers and supervisors can contact the **People Consultancy** team to express your interest in this 'by invitation' program.

CAPABILITY AREA



AGILITY AND ADAPTABILITY

LIVING VALUES



EXCELLENCE



EMPOWERMENT

TARGET AUDIENCE

BY INVITATION

DURATION

2 HOURS

EMBEDDING KNOWLEDGE



POST-WORK

DELIVERY MODE



SELF



VIRTUAL



FACE-TO-FACE

Setting effective work goals



PROFESSIONAL
DEVELOPMENT

Do you dread the annual process of writing your performance and professional development plans? If so, then you are not alone, and this workshop is for you.

Effective goal setting is critical for providing motivation, role clarity, performance feedback, and for connecting people's work to broader strategic objectives.

Yet, many people find it difficult to set effective goals and performance measures for their work and professional development. If you are one of these people, then this workshop will guide you step by step through the process of effective goal setting at work. You will have the opportunity to write some goals for your current or upcoming performance and professional development plans as well as receive feedback and coaching from an experienced facilitator and goal setter.

Learning objectives

At the end of this workshop, learners should be able to:

- complete and maintain their performance and professional development plans;
- set SMART, effective goals and performance indicators for their work and professional development;
- align their individual goals with their key responsibilities and relevant strategic and operational objectives; and
- identify relevant professional development and career goals and plan appropriate learning strategies for achieving them.

Facilitator

Adele Gaylard is a dynamic facilitator, adept at putting learners at ease and injecting fun and energy into both physical and virtual training spaces to create environments conducive for learning. She has developed a reputation for designing programs and materials that engage participants and encourage transfer of learning back to the workplace. With a background in psychology and human resource management, Adele draws on insights into the dynamics of behaviour in the workplace to produce positive outcomes in people and organisational development.

Program availability

Access [ELMO](#) to review upcoming dates and to 'Sign Up' ↗

CAPABILITY AREA



AGILITY AND ADAPTABILITY

LIVING VALUES



EXCELLENCE



EMPOWERMENT

TARGET AUDIENCE

ALL STAFF

DURATION

6 HOURS

EMBEDDING KNOWLEDGE



SUPERVISOR FOLLOW-UP

DELIVERY MODE



SELF



VIRTUAL



FACE-TO-FACE



Diversity and Inclusion

Learning Area



LIVING OUR VALUES

INCLUSION

INNOVATION

EXCELLENCE

EMPOWERMENT

COLLABORATION

Active bystander tips and techniques



Tips and techniques for how to be an active bystander challenging, sexism, discrimination and harassment.

Learning objectives

This interactive on-line session will cover:

- what it means to be an active bystander;
- why it is important; and
- tips on how to be an active bystander.

Facilitator

Women's Health Grampians (WHG) offers a series of locally developed and delivered training sessions to Communities of Respect and Equality Alliance member agencies (CoRE Alliance). Established in 1991, WHG is one of nine regional and three state-wide women's health services funded by the State Government. WHG aims to improve women's equality, health and wellbeing in the Grampians region and beyond.

Program availability

Access [ELMO](#) to review upcoming dates and to 'Sign Up' ↗

CAPABILITY AREA



AGILITY AND ADAPTABILITY

LIVING VALUES



INCLUSION



EMPOWERMENT

TARGET AUDIENCE

ALL STAFF

DURATION

1.5 HOURS

DELIVERY MODE



SELF



VIRTUAL



FACE-TO-FACE

Building Aboriginal cultural competency



The building Aboriginal cultural competency workshops are based around experiential/participatory learning that encourages reflection on participants' own values, beliefs and behaviour.

Learning objectives

- develop awareness of Aboriginal culture and identity;
- develop awareness of the strengths of Aboriginal culture and people;
- assist in making the connection and understanding the impact of colonisation and past policy for Aboriginal people today;
- develop capacity to be more understanding and responsive to Aboriginal colleagues and clients; and
- motivate participants in their cultural competence journey.

Facilitator

The **Koorie Heritage Trust** are leaders in Indigenous cultural awareness education. Their facilitators are experts in the field of building Aboriginal cultural competency, and through their interactive workshops enable participants to gain the most out of the program through group activities.

Program availability

Access [ELMO](#) to review upcoming dates and to 'Sign Up' ↗

CAPABILITY AREA



AGILITY AND ADAPTABILITY

LIVING VALUES



INCLUSION

TARGET AUDIENCE

ALL STAFF

DURATION

4 HOURS

DELIVERY MODE



SELF



VIRTUAL



FACE-TO-FACE

Creating neuro-inclusivity in the workplace



An introduction to 'neurodiversity at work' to increase awareness and knowledge.

To be a truly 'neuro-inclusive workplace' we must appreciate the individuality of neurodiverse conditions. In doing so, we can better support one another, foster creativity and problem solving and empower people to be the best they can be.

Learning objectives

By attending this session you will:

- increase awareness and understanding of neurodiversity;
- understand why neurodiversity matters in the workplace; and
- consider the common strengths and potential challenges of the most common forms of neurodivergence.

Facilitator

Catherine Twiss is a highly experienced consultant and coach with more than 15 years delivering leadership and organisational development programs. She is a registered psychologist with a Masters of Organisational Psychology.

Her approach is underpinned by evidence-based research and rigor. She has developed a reputation for the design, development and delivery of international best practice facilitation and training across a range of subjects.

Program availability

Access [ELMO](#) to review upcoming dates and to 'Sign Up' ↗

CAPABILITY AREA



AGILITY AND ADAPTABILITY

LIVING VALUES



INCLUSION

TARGET AUDIENCE

ALL STAFF

DURATION

1.5 HOURS

DELIVERY MODE



SELF



VIRTUAL



FACE-TO-FACE

Inclusive leadership



Inclusive leadership is a learned skill that can help us take effective, meaningful action towards creating diverse and inclusive work environments for everyone.

Participants will be encouraged to consider the impact identity has on our working lives and the career opportunities we have access to. You will be encouraged to create psychological safety for your employees or team members by demonstrating authenticity. You will learn about unconscious and conscious biases and how we can mitigate the impact of them by changing systems and processes. The session also focuses on empowering you to become an active bystander and ally.

Learning objectives

At the completion of this training participants will be able to:

- understand the impacts of identity on self and others;
- identify and challenge bias in systems, processes and behaviours; and
- advocate for change and enlist others to do the same.

Facilitator

Dr Bree Gorman is a diversity and inclusion consultant working with organisations to create sustainable, meaningful change. Prior to launching Bree Gorman Consulting, Bree was the Diversity and Inclusion Manager at Deakin University. Bree's expertise is in using data to design and inform diversity and inclusion strategies. Bree has been a facilitating diversity and inclusion workshops for four years and brings their extensive lived and professional experience to the training.

Program availability

Managers and supervisors can contact the **People Consultancy** team to express your interest in this 'by invitation' program.

CAPABILITY AREA



ADAPTIVE LEADERSHIP

LIVING VALUES



INCLUSION

TARGET AUDIENCE

BY INVITATION

DURATION

4 HOURS

EMBEDDING KNOWLEDGE



PRE-WORK

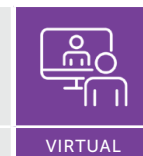


POST-WORK

DELIVERY MODE



SELF



VIRTUAL



FACE-TO-FACE

Intersectionality awareness



'Intersectionality' refers to the ways in which different aspects of a person's identity can expose them to overlapping forms of discrimination and marginalisation.

This interactive program aims to provide you with a basic understanding of intersectionality and positionality.

You will be guided to reflect on their positionality and interplay between power, privilege and marginalization, intersectionality and the compounding impact of multiple, intersecting marginalization on individuals and communities, implementing an intersectional lens in higher education to advance equity, equality and justice as well as practical strategies to embed an intersectional framework in higher education.

Learning objectives

Attending this program will enable you to develop:

- reflexive practice and critical reflection of own positionality;
- the ability to implement an intersectional lens in interacting with staff and students; and
- the use of an intersectional framework and human rights principles to create a safe environment for all.

Facilitator

Budi Sudarto is a Director of Ananda Training & Consultancy, specialising in intersectionality, inclusion, and justice. Budi has an in-depth knowledge in intersectionality and positionality and has the skills to translate theory into practice. They incorporate human rights and social justice principles in their work to influence sustainable and meaningful change.

Budi is also working on an LGBTQIA+ Translation Project, developing an LGBTQIA+ terminology guide in several languages, a collaboration between the Australian LGBTQIA+ Multicultural Council (AGMC) and RMIT University. In 2022, Budi is listed as one of LinkedIn Top 20 LGBTQIA+ Voices in Australia.

Program availability

Program dates are being confirmed and will be promoted via FedNews, FedEngage and the **Training and Development**  web page.

CAPABILITY AREA



AGILITY AND ADAPTABILITY

LIVING VALUES



INCLUSION

TARGET AUDIENCE

ALL STAFF

DURATION

1.5 HOURS

DELIVERY MODE



SELF



VIRTUAL



FACE-TO-FACE

LGBTQ awareness



Pride in Diversity will provide participants with an overall understanding of why LGBTQ workplace inclusion is important to an organisation, explore challenges often faced by LGBTQ employees and provide awareness on the impact that a culture has on the lived experience of its employees.

Facilitator

ACON's **Pride in Diversity** is the national not-for-profit employer support program for LGBTQ workplace inclusion specialising in HR, organisational change and workplace diversity. Pride in Diversity publishes the Australian Workplace Equality Index (AWEI), Australia's national benchmarking instrument for LGBTQ workplace inclusion from which Top Employers for LGBTQ people is determined.

Program availability

Select the date below to register for the session. Once selected, you will be directed to the Pride in Diversity EventBrite web page register your details.

The sessions will be held via WebEx Events, and the link to attend will be emailed by Pride in Diversity on the morning of the session.

Thursday, 11 May 2023, 3:00pm – 4:30pm

Tuesday, 13 June 2023, 12:30pm – 2:00pm

Thursday, 13 July 2023, 3:00pm – 4:00pm

Tuesday, 8 August 2023, 12:30pm – 2:00pm

Thursday, 14 September 2023, 3:00pm – 4:30pm

Tuesday, 10 October 2023, 12:30pm – 2:00pm

Thursday, 9 November 2023, 3:00pm – 4:30pm

Tuesday, 12 December 2023 – 12:30pm – 2:00pm

CAPABILITY AREA



AGILITY AND ADAPTABILITY

LIVING VALUES



INCLUSION

TARGET AUDIENCE

ALL STAFF

DURATION

1.5 HOURS

DELIVERY MODE



SELF



VIRTUAL



FACE-TO-FACE

Places of Being



The Places of Being are an extension to the Aboriginal Education Centre. A culturally safe space where Aboriginal and Torres Strait Islander students and staff can go to feel connected culturally and spiritually.

Learning objectives

- Develop awareness of the Places of Being on campus and its history, purpose, and protocols.
- Understand how to book the Place of Being spaces and its process; and
- Understand how to book a Welcome to Country.

Facilitator

Aboriginal Education Centre

These short sessions are delivered by our campus Aboriginal Student Success Officers, including:

- Luke Bosworth, TAFE Team Leader | Taura, Mt Helen Campus
- Tracey Beer | Dyata, Horsham campus
- Nicholas Johnson, HE Team Leader | Warulung, Gippsland Campus

Program availability

Access [ELMO](#) to review upcoming dates and to 'Sign Up' ↗

CAPABILITY AREA



AGILITY AND ADAPTABILITY

LIVING VALUES



INCLUSION

TARGET AUDIENCE

ALL STAFF

DURATION

0.5 HOURS

DELIVERY MODE



SELF



VIRTUAL



FACE-TO-FACE

Responding with compassion



DIVERSITY AND INCLUSION

When someone discloses experiencing sexual, domestic or family violence, your response is critical to their recovery and decisions about what to do next.

Making a disclosure of violence is challenging but you can support someone by referring them on to appropriate services.

Full Stop Australia's 'Responding with compassion' course is designed to assist anyone who may receive disclosures of trauma. The program supports individuals to form a framework to provide a compassionate and supportive response to survivors of trauma.

Learning objectives

- gain a deeper understanding of sexual and domestic violence in Australia;
- discuss the myths and realities of this violence and understand how these acts as barriers for reporting;
- understand how perpetrators use power and control;
- understand the societal and individual impacts of sexual assault and domestic/family violence; and
- learn how to support someone who has experienced violence; and
- receive information about state-based support services and vicarious trauma.

Facilitator

Full Stop Australia provides best-practices training and professional services by social workers, psychologists, and educators. Their counsellors understand the impacts of violence and abuse as well as work with each person in an empowering and strength-based way to manage and recover from trauma that they have experienced.

Program availability

Managers, supervisors and those in relevant roles can contact the **People Consultancy** team to express your interest in this 'by invitation' program.

CAPABILITY AREA



AGILITY AND ADAPTABILITY

LIVING VALUES



INCLUSION



EMPOWERMENT

TARGET AUDIENCE

BY INVITATION

DURATION

3 HOURS

DELIVERY MODE



SELF



VIRTUAL



FACE-TO-FACE



Health, Safety and Wellbeing

Learning Area



LIVING OUR VALUES

INCLUSION

INNOVATION

EXCELLENCE

EMPOWERMENT

COLLABORATION

Occupational, Health and Safety (OHS) Training



HEALTH, SAFETY
AND WELLBEING

The Health, Safety and Wellbeing (HSW) team offer a broad range of training programs to support our operations and ensure a safe working environment for staff through education of OHS requirements.

OHS is essential as a primary prevention of hazards and to ensure it supports and reinforces the quality and safe work practices which are aligned with the legal and moral obligations, whilst minimising workplace risks and injuries at the workplace.

Federation's commitment to staff safety is supported through regular training offerings delivered by our own Health, Safety and Wellbeing team as well as via external providers. Training programs can also be tailored to meet your business area capability or skills gap.

How to register

Please email ohs@federation.edu.au to register or express interest in a training course.

For further information, or to schedule a tailored course for your area, please contact ohs@federation.edu.au or call Angela Cox on 03 5327 8305.

All fees are covered by Health, Safety and Wellbeing unless otherwise specified. You need to ensure your supervisor has approved your training request and time release prior to registration.

Please contact the **Health, Safety and Wellbeing** team for further information or to discuss your needs.

Training offerings

You can access all course information on the **Health, Safety and Wellbeing Training** [↗](#) web page as well as the **list of scheduled courses** [↗](#) which is updated regularly and advertised from time to time via FedNews and FedEngage.

Topics areas and training courses include:

First aid

- Provide first aid
- Provide cardiopulmonary resuscitation (CPR)

Personal interaction

- Better understanding and preventing stress
- Preventing workplace violence
- TM Thrive

Incident and emergency management

- Emergency management for Area Wardens and Deputies
- General incident and emergency management
- Incident reporting and investigation
- Fire safety and extinguisher training
- Bomb threats

Hazards management

- Hazard identification, risk assessment and control (HIRAC)
- Hazardous substances and dangerous goods (incorporating Safety Data Sheets)
- Manual handling

Health and Safety representatives

- HSR initial OHS training
- HSR refresher OHS training



As part of Federation’s commitment to creating a great place to work, all employees are encouraged to register for TM Thrive, a digital workplace psychological health and safety program.

TM Thrive has been designed incorporating the evidence based ‘7 Workplace Strategies’ framework which outlines a set of best practice and research-informed workplace strategies that have been identified to create psychologically safe and thriving workplaces (Harvey et al, 2014).

Each workplace strategy is focused on minimising the impact of workplace risk factors on mental health and maximising potential protective factors.

By joining TM Thrive, all leaders and staff will have unlimited access to action-based learning modules to understand the 7 Workplace Strategies and apply the learnings directly in the work and personal environments.

What you can expect

Learn by doing: This isn’t a typical tick and flick learning platform, instead it is focused on behaviour change. Visit the Capability Building section to enrol in certificates and badges full of practical activities and tips, using a range of learning approaches.

Expand your knowledge: Visit the intuitive library for evidence-based and behaviour change-orientated content.

Regular updates: Every month you will be nudged towards new content and micro-learning modules to continue your growth.

Focus on self-care: Inside the platform are a range of resources and tools to support you to thrive. This includes educational badges on self-care, 50+ mindfulness audios and a gratitude diary.

Register now

You are encouraged to **register for the TM Thrive** digital workplace psychological health and safety program. You can also **find out more** about how TM Thrive can support you.

How is it structured

With programs for leaders and staff, each has been designed to build your understanding and awareness relevant to workplace psychological safety and mental health across the following key modules focusing on:

1. Psychological safety in the workplace
2. Self-care and resilience – putting on your own oxygen mask first
3. Understanding mental health and psychological safety
4. We’re all in this together – creating a team wellbeing action plan

TM Thrive will also have monthly campaigns aligned to psychosocial risks and provides wellbeing ‘badges’ for individual focus. The monthly campaigns will include:

CAMPAIGN DATE	MODULE FOCUS	WELLBEING BADGE
March	Job demands	Moments of gratitude
April	Burnout	Mindfulness
May	Managing challenging interactions	Having the conversation
June	Bullying	Sleep
July	Exposure to trauma	Self-care
August	Violence and aggression	Optimism
September	Sexual harassment	5 days of applying the R U OK spirit

As you progress throughout the modules, you can engage in meaningful conversations with colleagues to further unpack psychological safety and mental health topics and implement the wellbeing activities together.



Leadership Development

Learning Area



LIVING OUR VALUES

INCLUSION

INNOVATION

EXCELLENCE

EMPOWERMENT

COLLABORATION

Coaching essentials



LEADERSHIP
DEVELOPMENT

Coaching brings out the best in people and builds your leadership strength.

The most effective managers and leaders have qualities of a great coach. Using coaching skills will enable more effective teams, build and retain key talent, and experience higher productivity overall.

This skills-based training program is designed to help managers and leaders integrate coaching behaviours into their leadership style by understanding the coaching process and developing essential coaching skills that help them develop others.

The program teaches managers how to identify when a coaching style will be most helpful and how to coach effectively.

Learning objectives

- increase quality of conversations by adopting proper mindset for coaching;
- create an environment of trust that nurtures the development of others by accelerating individual and team progress toward objectives;
- leverage four coaching skills that develop self-reliance in others;
- apply the four-step coaching process that results in clear agreements and action; and
- identify when coaching is needed to help others reach a higher level of performance.

Facilitator

In the many years **Ian Beeson** has been working with Federation University, he has had the opportunity to work with many of the team from a wide range of functions and locations. Ian brings his real-world leadership and service experience to the award-winning content from The Ken Blanchard Companies and others, to ensure that each learning experience is engaging, informative and practical. He has worked with several universities to support strategic initiatives and to further develop the skills and talents of their people.

Program availability

Managers and supervisors can contact the **People Consultancy** team to express your interest in this 'by invitation' program.

CAPABILITY AREA



ADAPTIVE LEADERSHIP

LIVING VALUES



EXCELLENCE



EMPOWERMENT



COLLABORATION

TARGET AUDIENCE

BY INVITATION:
MANAGERS/SUPERVISORS

DURATION

6 HOURS

EMBEDDING KNOWLEDGE



PRE-WORK



ACCOUNTABILITY PARTNER

DELIVERY MODE



SELF



VIRTUAL



FACE-TO-FACE

Driving change



In today's complex and competitive environment, it's no surprise that 70 percent of workplace change initiatives fail.

For workplace change initiatives to be successful, organisations need leaders who are able to turn resistance into commitment and inspire team members to take ownership of change.

This course provides the skills and resources learners need to accelerate the process of implementing change with their team members and to create an agile work environment where people are more open to change.

Learning objectives

- prepare to effectively communicate the business strategies and rationale that are driving the need for change;
- utilise three actions to accelerate the implementation of workplace change;
- recognise the nature of resistance and use a set of skills to uncover and respond to that resistance;
- determine aspects of the change that can be controlled or influenced;
- use essential interaction skills to conduct effective discussions that help your team members move closer to embracing change; and
- apply tips, tools, and techniques to support your team members and encourage them to commit to change initiatives more quickly.

Facilitator

Aaron Harvey is an Organisational Psychologist, Associate Consultant and Executive Coach for DDI Australia with extensive working experience across various industries including financial services, education and telecommunications.

Aaron brings significant experience in coaching and facilitation across the domains of leadership, culture and wellbeing. He has worked with all levels of management and executive leadership in medium to large companies to build capability through the application of behavioural sciences. He has a Master of Psychology (Organisational) from Deakin University.

Program availability

Access **ELMO** to review upcoming dates and to 'Sign Up' 

CAPABILITY AREA



ADAPTIVE LEADERSHIP

LIVING VALUES



INNOVATION



EMPOWERMENT

TARGET AUDIENCE

MANAGERS AND SUPERVISORS

DURATION

3.5 HOURS

EMBEDDING KNOWLEDGE



PRE-WORK



POST-WORK



SUPERVISOR FOLLOW-UP

DELIVERY MODE



SELF



VIRTUAL



FACE-TO-FACE

Leading with impact and influence

'The key to achievement is influence, not authority' (Ken Blanchard)



LEADERSHIP
DEVELOPMENT

Develop critical skills for successfully leading individuals and teams in a cross-functional, matrixed environment.

Over the course of two virtual sessions, participants will expand on their existing team leadership skills, to build an appreciation of the incremental challenges and opportunities presented by working in a cross-functional, matrixed environment. We will briefly explore how the team life cycle applies to agile work teams, reconfigurable project teams and simple cross-functional collaborative situations. We will also touch briefly on some foundation coaching skills that will enable leaders to continue to develop people working with them, irrespective of where those team members' reporting lines lead.

Learning objectives

- use visual explorer cards (or virtual equivalent) to conceptually bridge the gap between the previous structured culture and the current adaptive, reconfigurable culture;
- identify key issues in matrixed environments that are novel in the Federation University context, and their potential impact;
- understand the critical leadership needs to support the University's transition to the target environment;
- understand how the chartering process can be valuable in both agile and non-agile team settings and gain an overview of the team life cycle; and
- gain insights into the coaching process, enabling development without authority.

Facilitator

In the many years **Ian Beeson** has been working with Federation University, he has had the opportunity to work with many of the team from a wide range of functions and locations. Ian brings his real-world leadership and service experience to the award-winning content from The Ken Blanchard Companies and others, to ensure that each learning experience is engaging, informative and practical. He has worked with several universities to support strategic initiatives and to further develop the skills and talents of their people.

Program availability

Access [ELMO](#) to review upcoming dates and to 'Sign Up' ↗

CAPABILITY AREA



AGILITY AND ADAPTABILITY

LIVING VALUES



EXCELLENCE



EMPOWERMENT



COLLABORATION

TARGET AUDIENCE

MANAGER/SUPERVISORS

DURATION

4 HOURS

EMBEDDING KNOWLEDGE



PRE-WORK



ACCOUNTABILITY PARTNER

DELIVERY MODE



SELF



VIRTUAL



FACE-TO-FACE

Speed of trust



In today's VUCA (Volatility, Uncertainty, Complexity and Ambiguity) environment, trust has become today's critical and learnable competency.

For leaders to adapt to change and become agile, we must accelerate our work by foregoing mistrust and replace suspicion with productivity and uncertainty through trust. This course provides the skills and resources for leaders to become competent in using framework, language and behaviors that lead to high -trust teams and organisations.

Learning objectives

- understand and able to create their own case for trust by learning three dimensions of trust;
- learn to create a Trust Action Plan to increase personal credibility and influence by modelling through character and behavioural improvement;
- apply the principle of trust by replacing counterfeit behaviours with 13 behaviours of high-trust; and
- learn to communicate transparently, respectfully and directly to others at work.

Facilitator

Richard Holtgreffe has a rich history as a Senior Consultant with Franklin Covey, with consulting and managerial experience over 18-year span. He has a diverse range of experience having worked in executive roles in banking, IT and consulting over six continents and his versatility enables him to have deep understanding of client needs achieving extraordinary results by offering an approach that is fresh, engaging and insightful.

Richard earned his Bachelor of Business from Cornell University (New York, USA) and his Masters in Business Administration from University of Queensland.

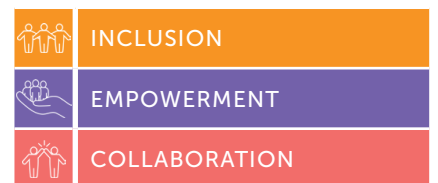
Program availability

Managers and supervisors can contact the **People Consultancy** team to express your interest in this 'by invitation' program.

CAPABILITY AREA



LIVING VALUES



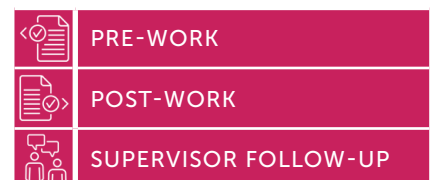
TARGET AUDIENCE



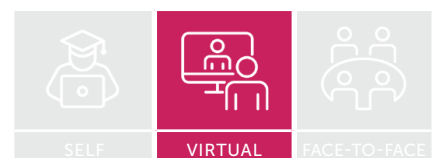
DURATION



EMBEDDING KNOWLEDGE



DELIVERY MODE



Supporting neurodiversity in the workplace



This program will guide leaders and managers to understand neurodiversity and how to support neurodivergent people to be confident and comfortable at work.

The value of diversity in organisations is becoming more widely understood. Yet initiatives often focus on diversity of identities such as gender, ethnicity and cultural background and less so on neurodiversity - the range of differences in brain function and behavioural traits.

While neurodivergent people may face their own specific challenges in the workplace, or with particular tasks, they can bring unique and valuable strengths.

Learning objectives

- increase awareness and understanding of neurodiversity;
- understand why neurodiversity matters in the workplace;
- consider the common strengths and potential challenges of the most common forms of neurodivergence;
- learn practical strategies and reasonable adjustments to accommodate neurodivergence; and
- build people management skills and raise confidence when implementing strategies and reasonable adjustments.

Facilitator

Catherine Twiss is a highly experienced consultant and coach with more than 15 years delivering leadership and People Consultancy programs. She is a registered psychologist with a Masters of Organisational Psychology. Her approach is underpinned by evidence-based research and rigor. She has developed a reputation for the design, development and delivery of international best practice facilitation and training across a range of subjects.

Program availability

Access **ELMO** to review upcoming dates and to 'Sign Up' ↗

CAPABILITY AREA



ADAPTIVE LEADERSHIP

LIVING VALUES



INCLUSION



EXCELLENCE



EMPOWERMENT

TARGET AUDIENCE

MANAGERS AND SUPERVISORS

DURATION

3.5 HOURS

EMBEDDING KNOWLEDGE



POST-WORK



COMMUNITY OF PRACTICE

DELIVERY MODE



SELF



VIRTUAL



FACE-TO-FACE



Future of Work

Learning Area



LIVING OUR VALUES

INCLUSION

INNOVATION

EXCELLENCE

EMPOWERMENT

COLLABORATION

Embracing change



If there's one thing all organisations in today's economy have in common, it's that they are undergoing change.

But change can only be effective if the employees embrace it. Their ability to adapt will determine the competitiveness and success of your organisation.

This course focuses on the role of individual performers in implementing change in the workplace. Participants discover their Change IQ, learn about the phases of change that many people experience and are introduced to best practices that will enable them to tackle and overcome the new business challenges of today and tomorrow.

Learning objectives

- assess your Change IQ and gain valuable insights for enhancing your behaviour and attitude toward change in the workplace;
- identify an embracing change mind-set and the benefits of embracing change to yourself, others, and the organisation;
- recognise the phases of change and how to move through each phase efficiently and effectively;
- use best practices, tools, and techniques for embracing workplace change; and
- demonstrate an embracing change mind-set that influences others to embrace workplace change.

Facilitator

Anne Foley is an Organisational Development and Learning Consultant for DDI Australia working with organisations from various industries across APAC and America on organisational development and learning solutions, providing expertise in needs analysis, program design and customization, facilitation and coaching.

She has over two decades of facilitating and coaching with depth of knowledge from working in both private and public sectors. Anne has a Masters' degree in Sociology and also accredited in Insights, DiSC and is a Certified EQ-I 2.0 Coach.

Program availability

Access [ELMO](#) to review upcoming dates and to 'Sign Up' 

CAPABILITY AREA



AGILITY AND ADAPTABILITY

LIVING VALUES



EXCELLENCE



EMPOWERMENT

TARGET AUDIENCE

ALL STAFF

DURATION

3.5 HOURS

EMBEDDING KNOWLEDGE



PRE-WORK



POST-WORK



SUPERVISOR FOLLOW-UP

DELIVERY MODE



SELF



VIRTUAL



FACE-TO-FACE



People Consultancy

Email: od@federation.edu.au ↗

Web: [Training and development web page](#) ↗

Phone: +61 (0) 3 5327 9756

LIVING OUR VALUES

INCLUSION

INNOVATION

EXCELLENCE

EMPOWERMENT

COLLABORATION

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