

Effective HR

HR & IR CONSULTING

TAILORED TRAINING SOLUTIONS

At **Effective HR**, we deliver tailored training solutions designed to address the specific challenges and objectives of your business.

Our workshops are practical, interactive, and engaging, ensuring participants gain the skills and strategies needed to drive real workplace outcomes. With a focus on applied learning, our training equips leaders and teams with the tools to enhance communication, strengthen leadership capability, ensure compliance, and foster a positive and high-performing workplace culture.

LEADERSHIP & COMMUNICATION

Effective leadership and communication are essential for creating a cohesive, high-performing team. This comprehensive training series focuses on developing the skills and strategies necessary for leaders to communicate effectively, manage diverse personalities, and drive team success. Through engaging activities and practical application, participants will gain the tools to enhance their leadership presence, adapt to different situations, and improve team dynamics.

PART
1

Building Leadership Foundations

- **DISC Profiling** – Learn how to identify and adapt to different personality types (Dominance, Influence, Steadiness, Conscientiousness) for better communication.
- **Approaching Communication** – Master effective communication strategies, including active listening, assertiveness, and non-verbal cues.
- **Leadership and Adaptability** – Develop the flexibility to adjust leadership styles based on team needs and navigate through change.

SESSION LENGTH:
1 HOUR

INVESTMENT:
\$950 + GST

PART
2

Enhancing Emotional Intelligence & Conflict Resolution

- **Attitude is Choice** – Cultivate a positive leadership mindset and inspire your team to do the same.
- **The Attitude of Others** – Understand and manage different attitudes within the team to improve morale and engagement.
- **Difficult Conversations** – Learn strategies for handling tough discussions with respect and confidence.

SESSION LENGTH:
1 HOUR

INVESTMENT:
\$950 + GST

PART
3

Effective Management of Workload & Expectations

- **A Confident Approach to Workload Management** – Prioritise and delegate tasks effectively to balance productivity and wellbeing.
- **Redirection Conversations and Setting Expectations** – Guide employees towards desired outcomes with clear, constructive redirection and expectations.
- **Risk of Not Addressing Workplace Matters** – Understand the consequences of ignoring issues and the importance of early intervention.

SESSION LENGTH:
1 HOUR

INVESTMENT:
\$950 + GST

COMBINED PACKAGE: PART 1, PART 2, & PART 3

For a comprehensive Leadership & Communication Training program, Part 1, Part 2, and Part 3 are available together for **\$2,565 + GST**.

This combined package equips your team with the essential skills to lead effectively, enhance communication, and manage workplace dynamics, helping your organisation thrive by aligning leadership strategies with team needs and business goals.

WORKPLACE CONDUCT & CULTURE

Creating a professional, compliant, and high-performing workplace requires strong leadership, clear behavioural expectations, and effective conflict management. This training series equips managers and employees with the skills to address workplace conduct issues, resolve conflicts, and foster a culture of respect and accountability.

PART
1

Managing Workplace Conduct & Performance

- Setting clear expectations for workplace behaviour and performance.
- Identifying and addressing underperformance and misconduct.
- Understanding legal obligations and risk mitigation strategies.
- Practical approaches to managing disciplinary processes and performance improvement plans.
- Managing workplace conflict and restoring team cohesion.
- Handling grievances and conducting fair, impartial investigations.

SESSION LENGTH:
2 HOURS

INVESTMENT:
\$1,900 + GST

PART
2

Preventing Workplace Bullying, Harassment & Discrimination

- Recognising and managing workplace bullying, harassment, and discrimination.
- Legal obligations, Fair Work compliance, and employer responsibilities.
- Creating a workplace culture that discourages toxic behaviour.
- Best practices for responding to complaints and ensuring accountability.

SESSION LENGTH:
2 HOURS

INVESTMENT:
\$1,900 + GST

PART
3

Building a Positive Workplace Culture

- Understanding the importance of workplace culture and its impact on performance.
- Building inclusive practices that promote diversity and prevent discrimination.
- Encouraging open communication and creating a feedback-rich environment.
- Promoting work-life balance and employee wellbeing.
- Recognising and rewarding positive workplace behaviours.
- Strategies for aligning workplace values with business objectives.

SESSION LENGTH:
2 HOURS

INVESTMENT:
\$1,900 + GST

COMBINED PACKAGE: PART 1, PART 2, & PART 3

For a comprehensive Workplace Conduct & Culture program, Part 1, Part 2, & Part 3 are available together for **\$5,130 + GST**. This combined package will provide your team with the essential tools and knowledge to not only manage workplace performance and conduct but also to build a positive, respectful, and high-performing workplace culture that aligns with your business objectives.

WORKPLACE HEALTH & SAFETY COMPLIANCE

Ensuring compliance with WHS regulations is critical for maintaining a safe and legally compliant workplace. This session provides managers and workers with the knowledge and tools to uphold WHS obligations and foster a proactive safety culture.

PART 1

Understanding WHS Obligations for Managers & Workers

Develop a clear understanding of WHS responsibilities, risk management strategies, and compliance requirements.

- Legal obligations under the Work Health and Safety Act.
- Defining roles and responsibilities for managers and workers.
- Identifying, reporting, and managing workplace risks.
- Implementing best practices for a safety-first culture.
- Practical tools for maintaining WHS compliance.

SESSION LENGTH:
2 HOURS

INVESTMENT:
\$1,900 + GST

PART 2

Psychosocial Hazards

Psychosocial hazards, such as stress, bullying, and work-related mental health issues, can significantly impact employee well-being and workplace productivity.

This session focuses on identifying and managing psychosocial risks, ensuring a healthy and supportive work environment for all employees.

- Recognising psychosocial hazards and their impact on health and safety
- Identifying sources of stress, harassment, and mental health risks in the workplace
- Implementing strategies to mitigate psychosocial risks and promote mental well-being
- Legal obligations and employer responsibilities related to psychosocial safety
- Creating supportive workplace environments through open communication and employee support systems
- Practical tools for managing and addressing psychosocial hazards.

SESSION LENGTH:
2 HOURS

INVESTMENT:
\$1,900 + GST

COMBINED PACKAGE: PART 1, PART 2, & PART 3

For a comprehensive WHS compliance program, Part 1, and Part 2 are available together for **\$3,420 + GST**.

This combined session will provide your team with the essential tools and knowledge to manage workplace safety effectively and proactively, addressing both physical and psychosocial risks.

SCHADS AWARD COMPLIANCE WORKSHOP

Navigating the SCHADS Award can be complex, and non-compliance can result in significant financial and reputational risks. This workshop provides a detailed breakdown of SCHADS Award requirements, helping businesses confidently manage entitlements, classifications, and rostering.

SCHADS Award Management & Compliance

Gain clarity on SCHADS Award provisions and ensure compliance with industry standards.

- Understanding SCHADS Award classifications and pay points.
- Managing complex rosters including broken shifts, meal breaks, sleepovers, and overtime.
- Navigating leave entitlements.
- Ensuring compliance through record keeping.
- Strategies for avoiding common compliance pitfalls.

SESSION LENGTH: 2 HOURS

INVESTMENT:

1 - 3 Attendees	\$1,050 + GST
4 - 6 Attendees	\$1,470 + GST
7 - 9 Attendees	\$1,890 + GST
10+ Attendees	\$2,520 + GST

WHY CHOOSE EFFECTIVE HR TRAINING?

- ✓ **TAILORED TO YOUR BUSINESS:** Each workshop is customised to align with your industry, workforce, and unique challenges. The content can be specifically tailored to address the needs of managers, employees, or both, ensuring relevance for all participants.
- ✓ **PRACTICAL & INTERACTIVE:** Training is engaging and designed for immediate application in the workplace.
- ✓ **EXPERT-LED:** Delivered by experienced HR professionals with deep industry knowledge.
- ✓ **FLEXIBLE DELIVERY:** Sessions can be delivered on-site or virtually to suit your business needs.

Onsite travel may incur an additional cost.