

Workforce **Development**

Let us support your succession planning



How we can support your **succession planning** through accredited and non accredited training programs.



Let us invest in your business and take your new staff on a journey of longevity.

Use the traineeships scheme to support onboarding and future development of your new staff!

New Worker

Every role is critical in a business and we understand the upfront pain of bringing new staff on board and maintaining their future development. Discover how we can support your succession planning through accredited and non accredited training programs.

Internal induction/onboarding

Map against a
Certificate III
Qualification

Delivery options

1. Deliver yourself as you currently intend to do
2. Use Wise Trainer/ Assessor to deliver on your behalf
3. Put the training online for staff to complete
4. Integrate your online training program with Policies & Procedures

How does it work?

- All new staff members irrespective of their position receive a printed copy of the Induction Program.
- All eligible staff are enrolled onto the Certificate III qualification. Where ineligible, staff are still required to complete and Wise Education Group will provide a non accredited Certificate of Achievement.
- The staff member completes the content and undertakes an assessment at the conclusion of each module. This is a combination of questions, practical activities and observation of competency in the workplace. This assessment provides the employer with the confidence that staff are well informed and equipped for their role.
- Each of the modules as they are completed are tracked in our LMS or Student Management System.
- Wise Education Group further assesses each module to ensure it is completed in full and competent.
- Each of these modules are then completed over a minimum period of 6 months and a maximum of 9 months.
- At the conclusion all eligible staff are issued with a Certificate III Qualification.

Choose your level III qualification from the list below:

- Certificate III in Business (BSB30112)
- Certificate III in Business Administration (BSB30412)
- Certificate III in Customer Contact (BSB30211)
- Certificate III in Retail Operations (SIR30212)
- Certificate III in Hospitality (SIT30712)
- Certificate III in Warehousing Operations (TLI31610)

Our Investment for New Workers

5 - 20 staff (option 1)

We will map your induction to a Certificate III level to identify gaps.
\$6 - 10k
No additional cost to you.

20 - 30 staff (option 2-3)

We will map and fill the gaps against a Certificate III. We will deliver on your behalf.
Mapping: Value \$6 - 10k
Delivery: Value \$18k
No additional cost to you.

30+ staff (option 4)

We will invest in adding your induction online and customise to your needs.
Dedicated portal.
Value: \$50k
No additional cost to you.



Executive Courses Preparing for Promotion & Self Development workshops

- Job analysis
- Assertiveness
- Coaching skills
- Personal effectiveness
- Personal goal setting
- Asking for help
- Find career direction
- Fundamentals of Project Management
- Conflict resolution
- Break the glass ceiling
- Get ready for a promotion
- From technical expert to leader
- How to motivate your team
- Run effective meetings
- Manage conflict in meetings
- Mentor/mentee program



Full day workshop
\$1500

Half day workshop
\$750

Developing Talent

We don't have time to allow our talented people to evolve slowly and develop over many years, however people need development to ensure their full potential is realised. Time is also a scarce commodity. We have samples below of how you can benefit with your staff development.

Benefits

- Design a program that meets business outcomes
- Develop a schedule that does not hinder business
- Develop your staff against business and industry standards
- Demonstrate to staff their importance and build morale
- Build staff retention

How does it work?

- Training wholly on the job
- Competency based assessment
- Recognition of Prior Learning available
- Undertaking training for a further 9 months
- Dedicated Trainer/Assessor
- Fully negotiable schedule of training

Wise Education Group offers the following Certificate IV Qualifications:

- Certificate IV in Business (BSB40212)
- Certificate IV in Business Administration (BSB40507)
- Certificate IV in Customer Contact (BSB40312)
- Certificate IV in Business Sales (BSB40610)
- Certificate IV in Frontline Management (BSB40812)
- Certificate IV in Work Health & Safety (BSB41412)
- Certificate IV in Retail Management (SIR40212)
- Certificate IV in Hospitality (SIT40312)

Our Investment

New worker journey

We will invest 100% of the development

3 months from completion of New worker traineeship

- Select the next level appropriate qualification - NB: If you enrol within 3 months they will retain new worker status
- Consult with us to determine outcomes required
- We will structure a program to continue their development pathway

Talent - Emerging leaders or Supervisors

We will invest \$50k

20+ staff

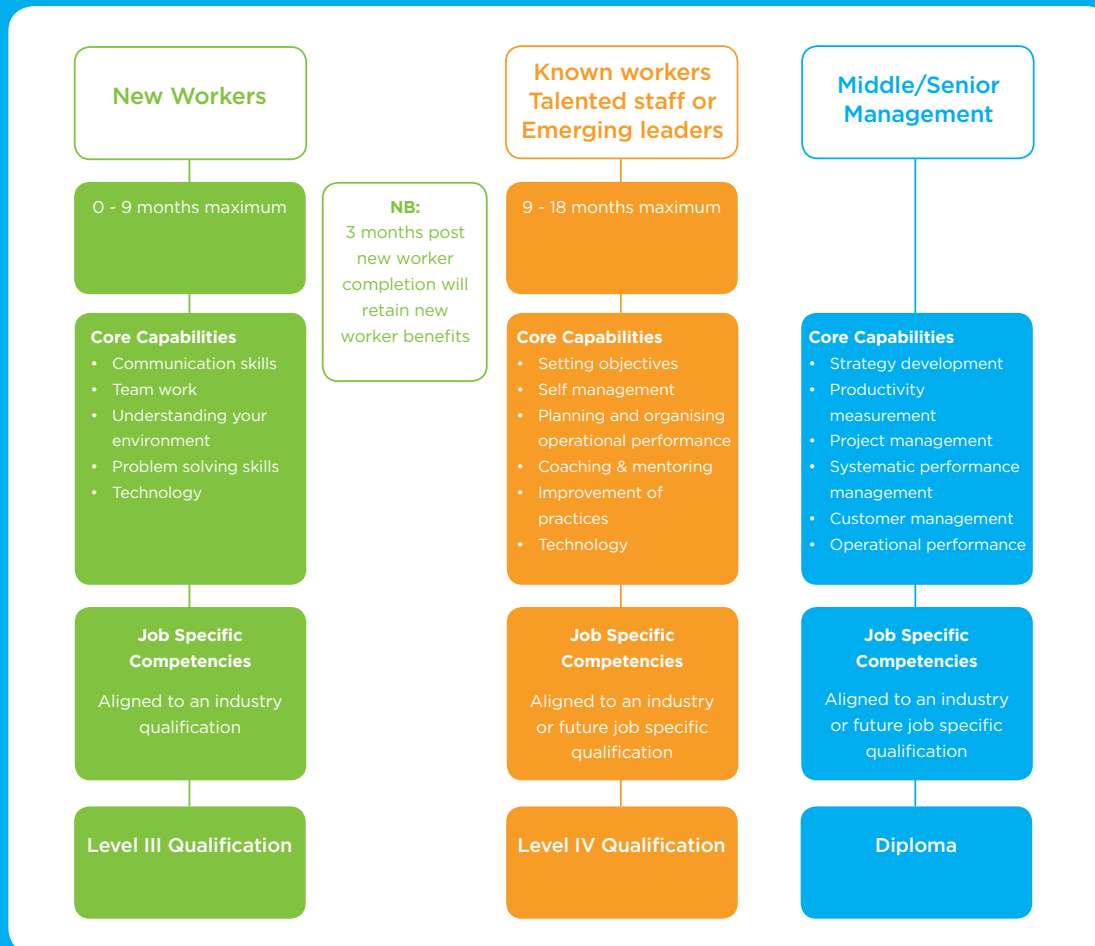
- Customised program to suit your business
- Fully delivered by Wise Education Group
- Blended program, face-to-face and online
- Online materials available for other staff internally
- Dedicated portal

Blended solution

We will invest \$30k

20 or less staff

- Customised program
- Delivery modes negotiated
- Face-to-face or online using Wise Education Group online portal



- Time Management
- Productivity
- Conflict Resolution
- Continuous Improvement
- Difficult Conversations
- Change Management
- Sales Skills
- Management Skills



Workshop prices

Full day workshop \$1,500

Half day workshop \$750

(Excluding DISC)

Middle/Senior Management

DISC

DISC is the universal language of observable human behaviour. Research has proven that people, in terms of 'how they act', universally have similar characteristics.

The DISC model is a simple way for people to understand their own behaviour, identify other people's style, and adapt their communication for improved relationships and effectiveness.

Using DISC will be helpful in all the following areas:

- Leadership Development
- Sales Effectiveness
- Communication Training
- Recruitment & Selection
- Team Building
- Management
- Customer Service
- Coaching

Operational Optimisation & Self Development

Operational Optimisation & Self Development workshops:

- Now you're the boss
- Manage complaints and feedback
- Deliver great presentations at work
- Train the trainer in the workplace
- Dealing with poor performance
- Manage the multi generational workplace
- Performance management
- Customer service
- Recruit, select and induct staff
- Work health & safety in the workplace
- Job analysis
- Assertiveness
- Coaching skills
- Personal effectiveness
- Personal goal setting
- Asking for help
- Find career direction
- Run effective meetings
- Manage conflict in meetings
- Mentor/mentee program

Coaching - Value Add

Your own personal coach and action plan.

For every two sessions you book we will provide 1 x 1 hour coaching/ mentoring session.

Please see our **Wise Executive workshops brochure** for more information

Ask our Directors of Client Solutions for a personal quote!



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