

The Systems 3 Group Mentor Program... moving businesses to the next level.

- ✓ *Need to have competence in key positions?*
- ✓ *Want to know what systems you need in order to match your team to your talk?*
- ✓ *Need an easy action plan for management of your people team?*

Human Resources—OE5

Course Description

This 1-day course will provide you with knowledge and skills to:

- **Identify the needs** of your tasks
- Create **documents to tell** who needs to do what
- Create **structured approaches** to allocating activity
- Understand how to **review and remedy people performance**
- Establish **strategies to enhance** relationship and wellbeing

Who Should Attend?

- Managers and supervisors of people teams
- Human resources and recruitment staff
- Services staff needing to solve people challenges
- Consultants wishing to **improve their range of skills**

Special Features Of The Course

This course focuses on tools for success. Following models that give results, you will create task needs and roles and responsibilities that can be applied immediately in your business.

Included In The Course

- Morning, afternoon tea and lunch
- **Course Manual: Successful Human Resources**, S3G, 2008

Course Overview

Concepts

- People can be more than 80% of the solution
- Matching staff with tasks means success
- People systems are needed to identify, implement and improve

Key Aspects

- Needs analysis and skill deficiencies
- Job descriptions and accountabilities
- Performance criteria and key results areas
- Induction and importance in understanding roles
- Performance appraisals
- Action plans to enhance and empower

HOW TO REGISTER

Price: \$5,500pp (inc GST) for the 10 month program. Please Enquire about our Mentoree Subsidy or \$495 for individual modules.

Phone: Toll Free (from within Australia) 1800 110 034

Fax: 61 7 3856 0099

? Questions
info@s3g.com.au

Course Calender
www.s3g.com.au



“ For me, it really helped simplify a daunting process. The case studies and real-life examples and the interactive discussion sessions really helped me fully understand what's required of me. ” **Melbourne, VIC**

The Process of People

- Identify task needs including **specifying objectives, or specific results**
- **Document** key **requirements**
- Allocate activities and actions: who needs to do what and by when
- Establish induction and communicate roles
- **Monitor performance and evaluate** who has done what and when
- **Corrective Action** carefully considering how future changes with people will be accomplished

Group Discount (all public courses, 1 booking) : 3+ people 5% off total (within the same organisation)
5+ people 10% off total (within the same organisation)

Enquire about our *In-house Courses*

Environmental, Health & Safety:

- Environmental Management Systems Auditor (AE01)
- Occupational Health & Safety Auditor (AOH1)
- Integrated Environment, Health & Safety Auditor (EHS01)
- Environment, Health & Safety Internal Auditor (EHS02)

Health & Aged Care:

- Aged Care Quality Assessment (AA01)
- Aged Care Internal Auditor (AA03)
- Monitoring Systems - Taking Control (MA09)
- Retaining and Developing your staff (MA10)

Quality:

- Quality Management System Auditor (AQ01)
- Quality Management System Internal Auditor (AQ02)
- Laboratory Quality Management System Auditor (ALQ01)

Food Safety:

- Food Safety Management Systems Auditor (AFS01)
- Food Safety Management Systems Internal Auditor (AFS02)

OR:

We can address your **specific, key business and training requirements**. Please contact us for a **tailor-made, in-house course** proposal.

Fantastic Feedback

The evaluation of participant feedback forms from 2001 to 2007 reveals an average presenter satisfaction rating of 6.45 (on a rating scale from 0–7) and an overall course satisfaction rating from 6.35.

Our Expertise

All of the Systems 3 Group's trainers are currently practicing consultants. This means that they maintain current knowledge of operational methods, statutory requirements and enforcement criteria. In addition, all company trainers are tertiary qualified and company course designers hold Australian qualifications Certificate IV in Workplace Training and Workplace Assessor.

Our trainers are not 'career' trainers.

Instead, our trainers are experts in the industry—called upon by internationally recognised clients, often at crisis time.

This means students of our courses benefit from real-life, in-field experience and knowledge, with much of the case studies used in training coming directly from the field.

The bottom-line advantage to clients means students acquire practical knowledge at the front of their industry trends.

We have trained over 10,000 students and represent over 200 blue-chip clients internationally.



“ It was the round table and frank discussions regarding the outcomes that gave me the understanding of the full requirements. ” **Melbourne, VIC**