

Class OF 2021

HR Practitioners Program



Best practice processes and strategies for HR excellence.

This intensive year-long program is designed with practicality in mind.

Delivered by a tertiary qualified industry leader with 20 years of experience in Human Resources Management and Adult Learning, and co-facilitated by our inhouse 'Legal Eagle' (former Employment Lawyer), the program provides quality HR and IR learnings.

Participants in this program will deep dive into best practice processes and strategies for HR excellence, underpinned by learning the legislative environment relating to each topic.

Delivery is throughout 2021 via two options:

- 4 x 2-day workshop blocks in Warrnambool: In-person workshop attendance in a Covid-safe manner (subject to Government Restrictions)
- 8 modules delivered via Zoom

"Cooper Hardiman sessions have been by far the most practical and useful I have ever had."



WHO SHOULD PARTICIPATE?

- Existing HR professionals who are keen to extend their knowledge whether at HR Administrator, Co-ordinator or Manager level
- Administrators or others who currently support some HR functions or are earmarked for transitioning into HR roles in the future
- Business owners seeking to improve their inhouse practices and their knowledge of employee related legislation and processes
- HR Managers or others with numerous years of experience 'on the job' who would like the opportunity to have their lived experience complemented by Cooper Hardiman training and certification (non-accredited training)

WHAT CAN I EXPECT FROM THE HR PRACTITIONERS PROGRAM?

- Sequential and in-depth learnings on HR co-ordination, management and/or administration at each stage of the Employee Lifecycle
- Tertiary qualified program facilitator with extensive strategic and operational HR and IR knowledge, including membership association with the Australian Human Resources Institute
- 8 modules delivered via your choice of face to face workshops* or Zoom over 10 months using a range of learning mediums (*restrictions allowing)
- Templates, tools and resources to take back to the workplace to assist in the implementation of each module of learning
- Networking opportunity with other like-minded industry professionals
- Learnings that are delivered in a practical format meaning no 'assignments'
- 1:1 Mentorship from program facilitator* (*optional extra)
- Program graduation and certification



Course Content and Structure

HIRE > **INSPIRE** > **ADMIRE** > **RETIRE (or FIRE)**

HIRE	MODULE 1 - RECRUITING FOR SUCCESS
	<ul style="list-style-type: none">- Getting it right from the start: well considered role design including Position Description preparation- Understanding Key Selection Criteria and how to develop them- Recruitment protocols for adhering to organisational budgets and policies including preparing appropriate recruitment policies- Attracting candidates to your workplace, and keeping them inspired through the interview process- Understanding Adverse Action legislation and how it applies to the Recruitment process
HIRE	MODULE 2 - INTERVIEWING AND SELECTION
	<ul style="list-style-type: none">- Making interviews impactful, inspiring and effective: the art of balancing intuition with process- Interview question design and structures- Developing and applying tools for objectively assessing candidates including understanding how panels deliberate over appointment decisions- Understanding behavioural event interviewing and applying these strategies via role playing mock interview situations- Conducting thorough and meaningful reference checking



HIRE

MODULE 3 - EFFECTIVE ONBOARDING & PROBATIONARY MANAGEMENT

INSPIRE

- Making offers of employment, including contracting and key legislative requirements
- Understanding key employment and induction related documentation and procedures
- Identifying the difference between 'Inducting' and 'Onboarding' and identifying practical strategies for effectively and thoroughly onboarding employees
- Creating conditions for high performance right from the outset of employment
- Understanding the legal environment surrounding 'probationary periods' and how this can and should be incorporated into best practice probationary management processes
- Identify tools for managing employee probationary periods, including ending employment within this period

INSPIRE

MODULE 4 - MANAGING AND LIFTING PERFORMANCE

- Identifying why performance matters, and the role of the HR team in supporting performance cultures
- Understanding performance accountability and the HR processes that assists this being achieved
- Identifying the key elements of effective performance management and development
- Designing performance development processes and learning how to apply these organisationally
- To scale or not to scale: understanding approaches to assessing employee performance
- Learning the GROW conversational framework and how this can be shared with managers having performance related discussions with their staff
- Identifying what 'good performance' actually looks like in the workplace
- Linking organisational values to performance management frameworks



INSPIRE

MODULE 5 - CAREER PLANNING AND SUCCESSION PLANNING

- Understanding what Career Planning means, why it is important, and what role HR plays in supporting this process
- Learning what a good Career Plan looks like and developing skills for supporting managers and employees to creating effective plans
- Learning about Succession Planning and how this links to the overall Organisational Development landscape
- Developing Succession Planning templates and frameworks for application back in the workplace, including an opportunity to road-test the framework in a range of scenarios
- Learning techniques for supporting managers in applying Succession Planning to their teams

ADMIRE

MODULE 6 - ACHIEVING EMPLOYEE WELLBEING AND RECOGNISING ACHIEVEMENT

- Understanding the range of culture and wellbeing programs and supports that organisations can use to support their employees
- Developing a plan for reviewing or implementing additional supports within the organisation
- Learning self-leadership and resilience strategies for sharing with the broader workforce to support overall engagement, wellbeing and performance
- Recognising achieving and celebrating successes: What should we celebrate? What shouldn't we celebrate? And Why.
- Identify tools and resources for celebrating successes



RETIRE (OR FIRE!)

MODULE 7 - NEGOTIATING THE MINEFIELD: MANAGING END OF EMPLOYMENT ARRANGEMENTS

- Understanding the various exit points for employees from organisations (Resignation, Retirement, Redundancy, End of Contract, Dismissal, Summary Dismissal)
- Learning strategies for the HR Management of each type of exit
- Learning the legal context surrounding notice of termination, documentation requirements and other exit considerations
- Understanding the legal context for terminating an employee's employment in instances relating to poor performance or misconduct/serious misconduct
- Understanding the Fair Work Act in the context of termination with a specific focus on Unfair Dismissal and General Protections legislation

OVER TO YOU!

MODULE 8 - HR AND ORGANISATIONAL DEVELOPMENT PLANNING

- Reflecting on the learnings of the program
- Workshopping successes and challenges participants have faced in applying their learnings
- Supporting participants in the development of an HR and OD Plan specific to their organisation
- Program recap, Action Planning and Graduation



MENTORING PROGRAM

Those opting to participate in the Mentoring program will work one on one with a program facilitator and HR expert to support them in consolidating their program learnings and converting them into meaningful HR Action Plans.

PRICING – PER PARTICIPANT

FULL PROGRAM – IN-PERSON	\$3,350 + GST
FULL PROGRAM – ONLINE ZOOM DELIVERY	\$2,950 + GST
INHOUSE PROGRAMS	POA

Mentoring is available for \$200 + GST per 1.5-hour session.

Interested in participating in individual modules only?
Contact us for registration and pricing details.

“I have nothing but praise for Cooper Hardiman. Your workshops were very informative, and you are excellent facilitators who keep the attendees interested and engaged. The topics covered were very relevant, the format educational and there was a balanced mix of information provision and opportunities for attendee participation.”



Program Structure – Warrnambool (in-person delivery)

PROGRAM MODULE	DATE
1. Recruiting for success	Tuesday 23 February
2. Interviewing and Selection	Wednesday 24 February
3. Effective onboarding and Probationary Management	Tuesday 11 May
4. Managing and Lifting Performance	Wednesday 12 May
5. Career Planning and Succession Planning	Tuesday 17 August
6. Achieving employee wellbeing and recognising achievement	Wednesday 18 August
7. Negotiating the Minefield: Managing end of employment arrangements	Tuesday 9 November
8. HR and Organisational Development Planning	Wednesday 10 November

DURATION

Each module is from 9am to 3pm.



Program Structure – Zoom Online Delivery

PROGRAM MODULE	DATE
1. Recruiting for success	Thursday 25 February
2. Interviewing and Selection	Thursday 1 April
3. Effective onboarding and Probationary Management	Thursday 20 May
4. Managing and Lifting Performance	Thursday 24 June
5. Career Planning and Succession Planning	Thursday 5 August
6. Achieving employee wellbeing and recognising achievement	Thursday 9 September
7. Negotiating the Minefield: Managing end of employment arrangements	Thursday 14 October
8. HR and Organisational Development Planning	Thursday 25 November

DURATION

Each module is from 9am to 3pm.



ENQUIRIES

Catriona Hardiman – Director, Cooper Hardiman

p: 0448 971 711

e: catriona@cooperhardiman.com.au

w: www.cooperhardiman.com.au

(confirmation of registration and a tax invoice will be forwarded upon receipt of email registration)

REGISTRATION

To register please email Catriona Hardiman on catriona@cooperhardiman.com.au to request a Registration Pack. We look forward to your involvement.

REGISTRATION DEADLINE

Registrations close Friday 12 February 2021.

CANCELLATION POLICY

Full year participant fees are invoiced and payable upon registration. Upon registration, participants acknowledge that the program modules will run as advertised and that the full program fee is payable regardless of individual participant attendance. Should a participant miss a module, Cooper Hardiman will endeavour to make the module available in a future year but cannot guarantee its future delivery, nor dates nor location.

For participant cancellations, no fee is charged up to and including the registration close date. Cancellations received prior to the commencement of the first module of the program, but after the registration close date will incur a 20% program cost fee. No refund or discount is provided for cancellations or non-attendances after the commencement of the first module (ie full program fee applies).

Cooper Hardiman reserves the right to cancel the program where the numbers required to run the program do not meet the minimum. In the unlikely event that the program is cancelled, registered participants will be refunded in full.

If Covid-19 restrictions do not allow face to face delivery, or change throughout the year, content will convert to Zoom delivery without interruption to dates or program outcomes.



About Us

Cooper Hardiman P/L is based in Warrnambool. We provide the full range of HR / IR services, organisational development solutions and workplace training packages to businesses in the private, not-for-profit and public sectors throughout predominantly regional Victoria and South Australia.

Our training program facilitators are skilled not only in employment law, HR best practice, and the fundamentals of leadership and management, but also in workshop facilitation – ensuring that program participants learn actively and gain the maximum benefit from the experiences and insights of fellow participants.



Our team holds tertiary qualifications in Law, Business Management, HR and Education. We have worked in and with organisations ranging from small not-for-profits to large organisations in finance, manufacturing, health, education, VET training, state government and social / community services.

Cooper Hardiman clients value our pragmatic approach to workplace issues, which has been developed through our lived experience both as managers of people and as members of Executive / Leadership Teams. When our training program participants explain to us their challenges, their frustrations and in some instances, what keeps them awake at night, we can relate to them because we have been there. In addition, we can help them develop skills and strategies to implement in their workplaces, maximising the chances of them, their teams and their organisations achieving success.

Contact Us

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