

### OVERVIEW

*What does it take to lead an effective team? How can managers and leaders ensure their team is keeping up to date with current industry practice?*

Enrol in the team leader short course to discover new tools and learn strategies to equip yourself to successfully lead a team of support workers. This short course will also help you to truly engage in reflective practice and improve your professional development planning to ensure that you are always soaring towards new heights!



### SKILLS AND KNOWLEDGE

After completing this short course, you will have the skills, knowledge and confidence to:

- Develop organisational procedures to improve and implement new work practices
- Provide and use supportive on-the-job coaching and mentoring techniques
- Understand and navigate Fair Work Australia and manage human resources
- Use reflective practice strategies to improve own and team performance
- Develop professional development plans

### Schedule

Classes are run a Wednesday from 9:30 – 3:30. First Course commences **9 Oct 2019**

Students are required to attend all face-to-face classes on the below listed dates. All classes are held at the Train4Life offices located at the Florey Shops.

Class	Date
Staff Management	09/10/19
Coaching	16/10/19
Performance discussions	30/10/19

### COURSE ELIGIBILITY

To be eligible for a Skilled Capital funded position, the student must be an existing worker in the community services sector who already holds a Certificate III or higher qualification

### COURSE COSTS

Skilled Capital Eligible \$225

Fee-for-service \$850

If you are interested in this wonderful opportunity please visit our website [www.train4life.com.au](http://www.train4life.com.au) and go to the enrolment page to register your interest and one of our team will be in contact to take you through the enrolment process.



NATIONALLY RECOGNISED  
TRAINING

*This course a Skilled Capital funded Course. Skilled Capital is an ACT government training initiative, funded by the ACT and Australian Governments*