

Skills and Training



Grow your own star employee!

Worker Ready Business Series

Course Content

This series of workshops is designed to support businesses to ensure best practice recruitment, selection, induction and onboarding.

This program will provide businesses with the following benefits:

- Streamlined recruitment processes including targeted recruitment advertising
- Reduced costs associated with recruitment and selection
- Minimise the likelihood of selecting the wrong person
- Transitioning the new employee to fully productive member of the team in the shortest possible time
- Increase engagement of existing workforce
- Create and maintain a positive workplace environment
- Reduce staff turnover
- Increase capacity and capability of entire workforce

Who should attend?

This workshop is ideal for any business looking to recruit new employees but is unsure of their needs and expectations.

Workshop 1: Recruitment Ready

Addressing the gap: what does your business need? Are you looking to recruit new employees? What are you looking for in a potential employee? Do you need help to identify the job role and tasks?

- Find the best way to recruit the right person.
- Successfully recruit great staff
- Learn how to deal with compliances
- Work experience/placements – what is the purpose? How do you showcase your industry/employer?

Delivery Information

Duration: 3 hours

Investment

Workshops can be attended individually or you may like to subscribe to the entire suite. Discounts available for subscription and early bird enrolments:

Per workshop:

\$295 TCCI member
\$400 non member

Full series (4 workshops):

\$999 TCCI member
\$1350 non member

Visit [TCCI Training Calendar](#) for dates

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Workshop 2: Informative Induction and Onboarding

- Determining job purpose, Key result areas and KPI's
- Setting the framework for the employee: non task goals, non-negotiable rules, guidelines.
- Managing integration into the workplace and helping them navigate the policies and procedures.
- Communicating expectations, a clear understanding of the role and expectations
- Decrease the amount of time it takes for a new employee to become fully productive
- Improve performance and job satisfaction

Who should attend?

This workshop is ideal for any business looking to improve the Induction and training of new employees.

Delivery Information

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Investment

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Workshop 3: Promoting Peak Performance

- Motivating your employees to be the best they can be creates a healthy working environment and an endeavour to further the business.
- Communicating expectations
- On the job training, coaching and mentoring
- Task readiness and leadership style
- Provide adequate information and/or training to support

Who should attend?

This workshop is ideal for any business looking to communicate expectations and improve the working environment through motivation and training.

Delivery Information

Duration: 3 hours

Investment

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Workshop 4: Leadership and Competitive Advantage

- Learn how to coach more effectively for development of workplace skills and behaviours
- Building your in house capacity to coach reduces the need to pay for external training
- Use internal expertise for specific technical skills
- External programs for positive development or self-identified training need not to address a deficiency
- Reduce turnover and recruitment costs
- Reputation as a good employer increases your competitive advantage while making your business more desirable for employees.

Who should attend?

This workshop is ideal for any business looking to improve their competitive advantage, through in house development and productivity.

Delivery Information

Duration: 3 hours

Investment

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