

People, Performance, Profits Program

March your business to better outcomes in 2016.

The People, Performance, Profits Program is a self-paced business development training course facilitated by a professional advisor working with businesses to improve work practices, efficiency, performance and people management.

Key Business Advisors will facilitate the program where participants will be shown a Human Resources Framework that is a proven strategy to minimise risk and maximise sustainability for business. The Framework focuses on organisational management and planning, human resource processes and systems, governance and compliance, performance management and workplace improvement.

The Offer

Valued at \$600 per business this program is **available to 15 businesses for just \$150 + GST**. Funding from the Brimbank Council Business Development initiative will subsidise the remaining \$450.

The Program contains five facilitated sessions during March 2016 and is open to the first 15 businesses that register.

To express your interest in registering for this program or to receive additional information, contact the Economic Development Unit on 9249 4413 or email ecodev@brimbank.vic.gov.au.

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Program Structure

Workshop 1 - Discover why you need 'People Strategy' in your business and how to plan for it (3 hrs)

Topics covered: Learn the value of organisational measurement and staff planning for high satisfaction and retention - The importance of staff development and Engagement - Why you need to train and up-skill your staff - Why succession planning works for staff retention - Learn how to recruit and select the right people for your business.

Workshop 2 – Learn the value of a good HR process / systems that protects and grows your business (3 hrs)

Topics covered: Learn how to implement a solid HR process in your business for best practice - The value of a good induction process that ensures staff success - How to measure staff through skills / competences and behaviours - The value of a good position description covering KPI's (Key Performance Indicators) and KRA's (Key Result Areas for the job) - Why policies and procedures protect and grow your business.

Workshop 3 - Understanding the importance of having Governance and Compliance in your business in line with the Fair Work Act (3 hrs)

Topics Covered: Learn more about the National Employment Standards (NES) - Understand the compliance of an employment contract that protects your business - Educate yourself on the Fair Work Act new workplace bullying laws which came into effect on 1 January 2014 - Understand what to do, and know how to deal with grievance in your business - Learn how to prevent having an Adverse Action claim against you and your business.

Workshop 4 - Learn how to conduct a proactive performance management process in your business (3 hrs)

Topics Covered: Learn what is Performance Management and how to implement successfully - Learn how to set your expectations and motivate staff - Learn how to conduct performance counselling sessions for improvement - Learn what you need to know about dealing with misconduct or a serious breach of one of your policies - Learn how to exit a staff member to protect your company assets and intellectual property.

Workshop 5 - Discover the value of conducting workshops in your business to grow high profits (3 hrs)

Topics Covered: How to work more collaborative together as a team to achieve company goals - How to up-skill and cross train your staff on systems, procedures, products and services - Learn how to deal with different personality types - How to coach, manage and mentor to demonstrate leadership - How to boost more sales through customer engagement and improve customer satisfaction.

More information and how to apply

To find out if your business is eligible for this program contact the Economic Development Unit on 9249 4413 or email ecodev@brimbank.vic.gov.au.