

People Matters

Building the skills of fit-for-future leaders in the Queensland public sector.



institute of
**MANAGERS
AND LEADERS**
australia | new zealand



**Queensland
Government**

People Matters is a foundational leadership program designed to ensure leaders, at all levels, are equipped with the practical skills to manage people and teams.

Participants will grow in confidence and develop skills to build high-performing, capable teams and effectively manage employee performance.

Both People Matters and Performance Conversations take an action-learning approach, where participants apply their new skills and learnings to real scenario-based exercises.

This program is unique to the Queensland public sector and for many, is the first step in their leadership journey within the Queensland Government.

Add a Group Coaching Day !

All People Matters programs, including the 3 Day Leadership Program, Performance Conversations and Recruitment and Selection, can be supplemented by a 1 day small group coaching session. Run 2 weeks after completion, these coaching sessions allow participants to return, with their peers, and discuss the practical application of the learnings since the completion of the course.



96%

of past participants said they acquired practical strategies they could apply in the workplace



90%

of participants increased their knowledge and confidence in leading people



Action based learning



Virtual or face to face learning



Public Sector context



3 Day Program Overview



Course Duration

3 days + pre-work



Investment

\$940.00 inc. GST

Aligned to the Leadership Competencies for Queensland and is applicable to all team leaders. It lays the foundations needed to thrive as a manager of people. It offers an excellent opportunity for established team leaders to refine their skills and knowledge in leadership and people management.

The action learning format will help participants understand their personal leadership style and responsibilities as a leader in the Queensland public sector.

Throughout the program leaders will apply their new skills to scenario-based exercises. This gives them the opportunity to practice and receive feedback in a safe environment and gain the confidence to apply their learnings back in the workplace.

Who should attend

People Matters is an essential program for aspiring and recently appointed team leaders to gain the foundational knowledge and skills to lead and manage people effectively. Established team leaders will build upon, develop and refresh their skills in people management and leadership.

Delivery mode

The People Matters program is delivered over three days and is available as:

- An open scheduled program (of participants from organisations across the Queensland public sector), available either in person, or via Microsoft Teams
- An agency in-house program at their location, also available in person or via Teams

Modules

Module 1: Leading Teams

Module 2: Communicating Effectively (including DiSC debrief)

Module 3: Managing for Performance

Module 4: Managing Change

Learning outcomes

On completion of the program, you will gain:

- A deeper understanding of the responsibilities of a Queensland public sector leader
- Knowledge, skills and confidence to successfully manage people, performance and change
- Skills to become a more effective communicator across a range of mediums and situations
- Increased self-awareness around your behavioural styles and the styles of those around you
- Confidence to lead with compassion and purpose

Ask about our follow up Group Coaching Day that can be applied at the conclusion of any Program undertaken.

Email us now

PROGRAM OVERVIEW

Performance Conversations



Course Duration

1 day



Investment

\$360.00 inc. GST

Performance Conversations builds upon your knowledge and skills to confidently manage people and employee performance.

Designed to help team and program leaders, executives and individual contributors in the Queensland public sector to understand their legislative responsibilities in managing the performance of people and teams. Participants will gain the tools and confidence to create a positive team culture.

Delivery mode

Performance Conversations can be undertaken in an open stand-alone one-day workshop, or as an extension to an in-house People Matters program. Both are available either in person or virtually via Microsoft Teams.

On completion of this course you will gain:

- A deeper understanding of the responsibilities of a Queensland public sector leader
- Skills to apply a strength-based approach to conducting performance conversations
- Confidence to manage and have challenging conversations
- Practical tools to lead with compassion and purpose
- The ability to collaboratively set goals and understand the performance improvement process.



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PROGRAM OVERVIEW

Recruitment and Selection



Course Duration

1 day



Investment

\$360.00 inc. GST

Within the Queensland Public Sector, the primary objective of Recruitment and Selection remains the same: to find the right person for the job. However, recent changes to the *Public Sector Act 2022* and the Recruitment and Selection (Directive 07/23) dictate a shift from merit-based recruiting to recruiting the eligible person best suited for the position.

This one day, engaging and interactive short course provides participants with the knowledge, skills and confidence to carry out a recruitment and selection process by equipping them with an understanding of the Directive and how it is applied in practice.

Delivery mode

The Recruitment and Selection 1-day extension module can either be added as an extra day to the 3-day People Matters leadership program or be booked separately as a 1-day program on its own. Both are available virtually or in person.

The Recruitment and Selection module can also be delivered in-house for groups of up to 20 participants.

What we will cover:

- Introduction to the *Public Sector Act 2022* and the Recruitment and Selection (Directive 07/23) and important changes.
- Applicant care.
- Action planning.

- The Eight steps of Recruitment and Selection:
 - Workforce planning
 - Role design, description and evaluation
 - Attraction and advertising
 - Selection panels
 - Assessment of applicant
 - Referee checks
 - Documentation
 - Post Selection

On completion of this course, you will gain:

- An understanding of how to determine eligibility and suitability.
- An understanding of how to conduct a fair and transparent recruitment and selection process.
- Direction on how to apply the principles of equity, diversity, respect and inclusion to recruitment and selection.
- Insights on how to integrate culturally safe practices across all steps of a recruitment and selection process.
- How to apply workforce planning to inform role design, description and evaluation.
- An understanding of how to best to attract and advertise vacancies to ensure the widest applicant pool.
- A perspective on how to select assessment methods best suited to the role and applicant pool.
- The ability to make and record selection decisions that are fair, transparent, and defensible.

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Email us now

We're here to help, contact us!

Have a question about our
People Matters program, or
need advice about where to
start? Get in touch!

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