MN MANAGER ORIENTATION PROGRAM



The orientation program for managers at Metro North has the following features:

- Senior executive recognition of the important role of our managers
- Just in time training on the fundamentals of being a manager
- In depth training on important areas of management (i.e. crucial conversations, wellbeing)

- Customised approaches to address unique capability needs
- Continuous learning and consolidation of skills, and

ONGOING LEARNING

Multi-modal delivery options



Just in Time Finance & HR Fundamentals

Leadership Essentials Program (250 managers/year)*

MN Managers Monthly Newsletter

Targeted/ customised development options as agreed in PDP

CLE Free Training Catalogue **Options** (see **Appendices for** details

MN CLASS **Mentoring or Coaching Program** AND/OR Leadership **Essentials Group Community of** Practice

FIRST WEEK

Welcome letter from CE to new manager, with outline of expectations and links to online manager Micro Skills Program:

- · First month
- Second month
- · Third month

FIRST MONTH

- 1. Monthly teams based sessions:
- Manage budgets, cost centres, procurement
- Values led recruitment
- Performance framework
- Awards and agreements
- Flexible work
- 2. TMS modules on conduct & safety

6 F2F modules spread over 3-6 months:

- Self-assessment
- Managing conflict
- Crucial conversations

FIRST 12 MONTHS

- Psychological safety/ wellbeing
- Lead change
- Build high performing teams
- Coaching conversations
- Values in Action

Monthly newsletter from Chief People Officer to all MN managers providing important updates (i.e. enterprise bargaining), nudging around expected behaviours (i.e. complete PDP) & new learning opportunities.

Development tailored to the needs of each manager, as identified and discussed in PDPs.

Development costs met by relevant functional areas/ streams.

Annual calendar of free development options as provided by CLE: includes modules on communication, stakeholder management, innovation, time management and team development skills.

Unlimited number of MN managers can elect to participate in CLASS mentoring or MN coaching programs to continue to build skills.

All graduates of Leadership Essentials ioin a CoP to network/ share knowledge

Just in time HR Fundamentals



HR Fundamentals Part 1 (1 1/2 hours)
Wednesday 15 March 2023, 10.30am – 12.00pm

- Line Manager Decision Making
- What is Positive Performance Management (PPM)

Register to attend

HR Fundamentals Part 2 (1 1/2 hours)
Wednesday 22 March 2023, 10.30am – 12.00pm

- Putting PPM into practice
- Getting the most out of Performance Development Plans (PDP)
- Difficult conversations

Register to attend



People and

Manager Emotional Intelligence

Overcoming the five dysfunctions of a team

Wellbeing, Values, Intention Setting including what you want to be known for Giving & receiving feedback, managing & resolving conflict and influencing others

Psychological safety, crucial conversations & coaching conversations

Leadership and management journey and shared learning experiences

Building high performing teams and leading change



Supporting leaders and line managers to feel confident

Who can participate:

- Supervisors, managers and leaders (clinical and non-clinical)
- Aspiring leaders

Program format:

- Five (5) face to face workshops
- Held over three (3) months

How to enrol:

- Select your preferred cohort dates
- Download the <u>nomination form</u> from QHEPs. Note that line manager approval to participate is required.

Cohort 17	Cohort 18 Venue: Eatons Hill Hotel	Cohort 19	Cohort 20
Venue: Eatons Hill		Venue: Eatons Hill	Venue: Eatons Hill
Hotel		Hotel	Hotel
Tuesday, 14 March 2023 8am – 5pm	Wednesday, 15 March 2023 8am – 5pm	Wednesday, 5 April 2023 8am – 5pm	Thursday, 6 April 2023 8am – 5pm
Tuesday, 28 March 2023 8am – 5pm	Wednesday, 29 March 2023 8am – 5pm	Wednesday, 26 April 2023 8am – 5pm	Thursday, 27 April 2023 8am – 5pm
Tuesday, 18 April 2023	Wednesday, 19 April 2023	Wednesday, 17 May 2023	Thursday, 18 May 2023
8am – 5pm	8am – 5pm	8am – 5pm	8am – 5pm
Tuesday, 2 May 2023	Wednesday, 3 May 2023	Wednesday, 7 June 2023	Thursday, 1 June 2023
8am – 5pm	8am – 5pm	8am – 5pm	8am – 5pm
Tuesday, 23 May 2023 8am – 5pm	Wednesday, 24 May 2023 8am – 5pm	Wednesday, 14 June 2023 8am – 5pm	Thursday, 29 June 2023 8am – 5pm

^{*}Participants must commit to attend all the dates within their selected Cohort to complete the program.

^{*}This program is in high demand, so whilst we will endeavour to allocate the preferred Cohort, this may not always be possible.

