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October 2024

Metro North Health is invested in developing our people leaders, and supporting you to enable your staff to build on their skills and untap potential.

Find below what training is coming up for the rest of 2024 and into the start of 2025, whether online or at your facility.

Please **forward this email or communicate the workshops on offer** to your team.

Respect@Work training is everyone's responsibility

Metro North managers are expected to model and promote safe and inclusive workplaces with a zero tolerance towards sexual harassment. It is important managers address inappropriate behaviour promptly and monitor workspaces to make sure we are delivering a safe work environment for our people.

RESPECT
The feeling is mutual
at Metro North Health

Along with the recently adopted Respect@Work [policy](#) and improved way of reporting an incident, **two training packages** have been developed to empower our staff and managers in preventing and responding to sexual harassment in the workplace.

Please **make time to complete both modules** below and encourage your staff to take part in the training for employees.

Training for employees – [Register](#)

The **Respect@Work Employee Masterclass** is a 40-minute online learning module, developed for all Metro North employees to increase awareness and help staff understand our standards when it comes to preventing and responding to workplace sexual harassment.

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Training for managers – [Register](#)

The **Respect@Work Leader Masterclass** is an additional 40-minute online module that all people leaders are urged to complete on top of the Employee Masterclass module. It specifically educates about our positive duty in preventing sexual harassment, how to support employees affected by sexual harassment and the process of appropriately reporting an incident.



Bespoke training for middle managers

The Metro North Aboriginal and Torres Strait Islander Social and Emotional Wellbeing team have created a program of in-service sessions, designed to empower and support middle managers navigate the unique needs of our Aboriginal and Torres Strait Islander employees. By fostering a culture of wellbeing and understanding, we can enhance workplace morale, productivity, and inclusivity.

Managers can register via [TMS](#) and find available dates at their facility.

Multi-rater feedback – go from surviving to thriving

There is now even more information on [QHEPS](#) about the new multi-rater feedback tool for leaders.

Feedback is important for you, as a leader – no matter how experienced – highlighting areas of key strengths and potential growth helping you become the best leader for your team.



When coupled with a tailored action plan and one-on-one coaching, the multi-rater feedback process will support you to find approaches and resources within yourself to maximise your personal and professional potential.

[Find out more and register your interest](#)



Did you know October is **Cyber Security Awareness Month**? Now is the perfect time for line managers to check staff are up-to-date with their mandatory Cyber Security Essentials training.

To **check if your staff have outstanding cyber security training**, click the 'My Teams' tab on TMS and encourage them to complete their training.

Feedback needed for new Capability Framework

Following on from the Have Your Say action groups, People & Culture are updating the Metro North Capability Framework – which has a purpose of providing a clear roadmap for our people when it comes to professional development and career planning.



This is an exciting opportunity for leaders across all disciplines and sites to help build a framework that offers greater clarity of expected behaviours, guides quality performance discussions, improves role design and supports the promotion of a culturally safe, inclusive and welcoming workplace.

Be part of the change. [Please complete the EOI.](#)

Upcoming training

ONLINE

31 Oct	Virtual Courageous Conversation – The Experience	TMS
31 Oct	HR Fundamentals – Domestic and Family Violence – How to Support Employees	TMS
06 Nov	HR Fundamentals – Industrial Framework and Line Manager Decision Making	TMS
12 Nov	HR Fundamentals – Getting the most out of your PDP	TMS
12 Nov	Maximising Stakeholder Relationships	TMS
13 Nov	Management Essentials Finance – Workshop 1	TMS
19 Nov	HR Fundamentals – Flexible Work Arrangements	TMS
20 Nov	Management Essentials Finance – Workshop 2	TMS
20 Nov	Virtual Courageous Conversation – The Experience	TMS
26 Nov	HR Fundamentals – Complaints Management – Resolving Workplace Concerns	TMS
09 Dec	HR Fundamentals – Supporting employees through HR Matters	TMS
18 Dec	HR Fundamentals – Fostering Positive Workplaces and Relationships	TMS
16 Jan	Recruitment Fundamentals – Pre-employment Checks	TMS
30 Jan	Recruitment Fundamentals – Managing Conflicts of Interest	TMS
03 Feb	Recruitment Fundamentals – Referee Reports	TMS
06 Feb	Ignite Your Leadership Program – Session 1	TMS
11 Feb	Personality and Performance Culture	TMS
13 Feb	Ignite Your Leadership Program – Session 2	TMS
18 Feb	Solutions Thinking	TMS
20 Feb	Ignite Your Leadership Program – Session 3	TMS
20 Feb	Maximising Stakeholder Relationships	TMS

20 Feb	Recruitment Fundamentals – Selection Report Writing	TMS
26 Feb	Virtual Courageous Conversation – The Experience	TMS
27 Feb	Ignite Your Leadership Program – Session 4	TMS

HERSTON

04 Nov	Aboriginal and Torres Strait Islander Cultural Practice Program	TMS
04 Nov	Social and Emotional Wellbeing Program	TMS
06 Nov	Allied Health Clinical Supervision Training	TMS
07 Nov	Aboriginal and Torres Strait Islander Cultural Practice Program	TMS
19 Nov	Aboriginal and Torres Strait Islander Cultural Practice Program	TMS
26 Nov	Psychological First Aid – Applied	TMS
04 Feb	Management Essentials HR	TMS
18 Feb	The Science of Storytelling	TMS

THE PRINCE CHARLES HOSPITAL

25 Oct	Social and Emotional Wellbeing Program	TMS
12 Nov	Social and Emotional Wellbeing Program	TMS
14 Nov	Aboriginal and Torres Strait Islander Cultural Practice Program	TMS
18 Nov	Peer Responder Training	EMAIL
20 Nov	Aboriginal and Torres Strait Islander Cultural Practice Program	TMS
11 Dec	Aboriginal and Torres Strait Islander Cultural Practice Program	TMS

CABOOLTURE

28 Oct	Social and Emotional Wellbeing Program	TMS
05 Nov	Social and Emotional Wellbeing Program	TMS
07 Nov	Trauma Informed Care	TMS
12 Nov	Aboriginal and Torres Strait Islander Cultural Practice Program	TMS
11 Dec	Aboriginal and Torres Strait Islander Cultural Practice Program	TMS

COMMUNITY & ORAL HEALTH - BRIGHTON

29 Oct	Trauma Informed Care	TMS
31 Oct	Allied Health Clinical Supervision Training	TMS
13 Nov	Coaching Conversations – Level 1	TMS
14 Nov	Aboriginal and Torres Strait Islander Cultural Practice Program	TMS
04 Dec	Allied Health Clinical Supervision Training	TMS
29 Jan	Aboriginal and Torres Strait Islander Cultural Practice Program	TMS

REDCLIFFE

30 Oct	Aboriginal and Torres Strait Islander Cultural Practice Program	TMS
04 Nov	Coaching Responsibly – Level 3	TMS
26 Nov	Coaching Conversations – Level 1	TMS

People and Culture



BUILDING CULTURES OF SUCCESS

ARE YOU A LEADER LOOKING FOR WAYS TO STRENGTHEN YOUR TEAM CULTURE?

Discover practical strategies to promote individual and team success.

Workshops held across multiple facilities – search “Building Cultures of Success” in TMS to register.




Please [contact us](#) if you would like to include some news in the Managers Memo.

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We would love to know if this Managers Memo was valuable to you. Is there something you'd like to see in a future edition?

Provide your feedback



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Produced by the Metro North Communication Directorate