

Future Leaders Program Goldfields – Program Calendar

Please note, session details and timeframes are subject to change... last update 29/03/2022

Summary of Sessions:

1st Tuesday of each Month – 4:30pm to 6:30pm **TAFE Lecture** – *this is compulsory*

2nd Tuesday of each Month – 4:30pm to 6:30pm **TAFE Facilitation Session** – *these are optional*

3rd Tuesday of each Month – generally 6:00pm to 8:00pm **KBCCI Business Workshop** – *compulsory to attend approx. 80% of these sessions*

DATE	SESSION	TAFE SESSION DETAILS @ Central Regional TAFE
5 December 2021	Assignment Due	<i>BSBOPS403 Apply business risk management processes BSBWRT411 Write complex documents BSBCMM411 Make a presentation</i>
3 February 2022	Assignment Due	<i>BSBPEF402 Develop personal work priorities BSBLDR412 Communicate effectively as a workplace leader</i>
1 March 2022	Assignment Due	<i>BSBXCM401 Apply communication strategies in the workplace</i>
5 April 2022 (4:30pm to 6:30pm)	TAFE Lecture (Compulsory)	BSBPEF401 Manage personal health and wellbeing (Assignment Due: 5 July 2022) This unit describes the skills and knowledge required to identify signs and sources of strain on personal health and wellbeing (physical and mental) within job roles and according to key performance indicators.
12 April 2022 (4:30pm to 6:30pm)	TAFE Facilitation (Not Compulsory)	<i>An optional monthly session held by the Lecturer for participants who require it.</i>
19 April 2022 (6:00 - 8:00pm)	Business Workshop (Compulsory)	VENUE - KBCCI - Mentor Presentation: Kylie McLerie (Collective Culture Consultancy) and Frank Jacobsen (Regional Counselling Services) discussing Managing Personal Health and Wellbeing and Leading Difficult Conversations
3 May 2022 (4:30 - 6:30pm)	TAFE Lecture (Compulsory)	BSBCMM412 Lead difficult conversations (Assignment Due: 2 August 2022) This unit describes the skills and knowledge required to prepare, facilitate and lead difficult conversations.

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10 May 2022 (4:30pm - 6:30pm)	TAFE Facilitation (Not Compulsory)	An optional monthly session held by the Lecturer for participants who require it.
17 May 2022 (6:00 - 8:00pm)	Business Workshop (Compulsory)	VENUE - KBCCI - Mentor Debate: leading effective workplace relations, leading and facilitating a team, and demonstrating leadership in the workplace
7 June 2022	Assignment Due	BSBLDR411 Demonstrate leadership in the workplace
7 June 2022 (4:30pm to 6:30pm)	TAFE Lecture (Compulsory)	BSBOPS402 Coordinate business operational plan (Assignment Due: 6 September 2022) This unit describes the skills and knowledge required to implement operational plans by planning and acquiring resources, monitoring and adjusting operational performance and providing reports on performance, as required.
14 June 2022 (4:30pm - 6:30pm)	TAFE Facilitation (Not Compulsory)	An optional monthly session held by the Lecturer for participants who require it.
21 June 2022 (6:00 - 8:00pm)	Business Workshop (Compulsory)	VENUE - KBCCI – to be advised
5 July 2022	Assignment Due	BSBPEF401 Manage personal health and wellbeing
5 July 2022 (4:30 - 6:30pm)	TAFE Lecture (Compulsory)	BSBLDR413 Lead effective workplace relations (Assignment Due: 8 September 2022) This unit describes the skills, knowledge and outcomes required to use leadership to promote team cohesion. It includes motivating, mentoring, coaching and developing the team and forming the bridge between the management of the organisation and team members. BSBXTW401 Lead and facilitate a team (Assignment Due: 8 September 2022) This unit describes the skills and knowledge required to effectively lead and facilitate a team in a workplace within any industry. This unit has a specific focus on the teamwork skills required for team



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		leader or supervisor level (depending on organisational structure) workers with responsibility for others or teams.
12 July 2022 (4:30pm to 6:30pm)	TAFE Facilitation (Not Compulsory)	An optional monthly session held by the Lecturer for participants who require it.
19 July 2022 (6:00 - 8:00pm)	Business Workshop (Compulsory)	VENUE - KBCCI – to be advised
2 August 2022	Assignment Due	BSBCMM412 Lead difficult conversations
August (date to be confirmed)	Mentoring Wrap-Up Event	A chance to formally discuss the Mentoring relationship
6 September 2022	Assignment Due	BSBOPS402 Coordinate business operational plan
8 September 2022	Assignments Due	BSBLDR413 Lead effective workplace relations BSBXTW401 Lead and facilitate a team
Evening of September 2022 (anticipated)	To be confirmed	Participants, Managers and Mentors to be invited. Let's celebrate the successes achieved – a vital part of being a good leader!