Learning & Development Calendar 2026/2027

LEARNING SESSIONS AVAILABLE EVERY MONTH:

- Welcome to Programmed (New Employees)
- Onboarding New Employees (For Manager's)

NOVEMBER 2026

- Introduction to Microsoft Copilot
- Injury Management training for Manager's (NSW)
- Growth Faculty Watch Party – Master AI Adoption, Dawid Naude
- Growth Faculty Watch Party – Radical Candour, Stephanie Sage
- ProSafe - General overview & navigation
- Six Thinking Hats

DECEMBER 2026

- Injury Management training for Manager's (NSW)
- Growth Faculty Watch Party – Decision Making Drivers, Nir Eyal
- Personal Effectiveness
- Psychosocial and Psychological Safety
- Power BI training (HSE)
- Anxiety & Depression Awareness
- Prioritisation
- Leader as Coach

JANUARY 2027

- Conducting a Psychosocial Risk Assessment
- Managing Conflict
- Power BI training (HSE)
- ProSafe - General overview & navigation
- Supervising Apprentices
- Build your confidence with MS teams
- Managing Underperformance

Click on the links above for more information on each session or to book your place.

The Learning & Development team also develop bespoke programs on request from the business, so if you have any development needs for you or your teams or if you would just like to know more about our courses or programs, email us at training@programmed.com.au

Learning & Development Program Guide 2026/2027

PROGRAM	OUTLINE
Power BI Training (HSE)	***This training session will explore ways to:*** • To help navigate your way around the HSEQ component of Power BI • Run reports • Bookmark your favourite pages
Introduction to Microsoft Copilot	***This introductory session is ideal for anyone with little or no previous Copilot experience and explores:*** • What Copilot is • How it works • How to access its key features
Managing Conflict	***This session explores:*** • Different approaches to conflict and the impact of each • How you approach conflict, and how to identify the approaches of others • How to generate positive conflict and navigate negative conflict
Personal Effectiveness	***This session explores:*** • Your personal priorities • Understanding the importance of mindset & language in being proactive • Assessing the effective use of your time • Understanding the importance of 'Sharpening the Saw.'
Psychosafety and Psychological Safety	***Delivered by our HSE team:*** This session highlights the importance of identifying and controlling psychosocial hazards. The session provides an outline of psychosocial hazards and the processes and tools in place for identifying these and managing risk.
Growth Faculty Watch Parties	***Watch sessions delivered by the world's brightest minds:*** • Dawid Naude - "Master AI Adoption" (*November 2026*) • Stephanie Sage - "Radical Candour" (*November 2026*) • Nir Eyal – "Decision Making Drivers" (*December 2026*)

PROGRAM	OUTLINE
PROSAFE – General Overview & Navigation Training	***Delivered by our HSE team:*** This is a general session providing an overview for users, as well as sharing how to navigate ProSafe using the desktop or phone app; functions, quick tips and hints.
Prioritisation	**This session highlights the importance of prioritisation and explores:** • How to prioritise important vs just urgent • Influence change to stay on track • Better allocation of your time
Injury Management	***The purpose of the session is to provide you with:*** • An overview of injury management • An outline of workers compensation legislation and • An exploration of internal injury management processes
Anxiety and Depression Awareness	***This session, delivered by Programmed's Licensed Mental Health First Aid Instructor, provides:*** • An overview of anxiety and depression • Signs and symptoms of anxiety and depression • Supporting those who experience anxiety and depression
Build your confidence with MS Teams	***Navigation and Insight using MS Teams including:*** • Using breakout rooms and whiteboards confidently in meetings • How to record your meetings • Using the chat function and reactions with confidence • Collaborate on live documents, share presentations
Leader as Coach	***This session covers:*** • Understand the coaching style of leadership • Characteristics of good coaches • Providing effective feedback