

Learning & Development Calendar 2026

LEARNING SESSIONS AVAILABLE EVERY MONTH:

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

FEBRUARY 2026

- [Email Etiquette in the Modern workplace](#)
- [Emotional Intelligence](#)
- [Focus on Apprenticeships at Programmed \(PFM, PPS & Group\)](#)
- [Injury Management training for Manager's \(NSW\)](#)
- [Mental Health First Aid course \(Oxley QLD\)](#)
- [Mentoring - Information Session](#)
- [Navigate the Intranet - Q&A open forum](#)
- [Outlook for Beginners](#)
- [Power BI training \(HSE\)](#)
- [ProSafe - General overview & navigation](#)

MARCH 2025

- [Anxiety & Depression Awareness](#)
- [Build your confidence with MS teams](#)
- [Business writing in the Modern workplace](#)
- [Conducting a Psychosocial Risk Assessment](#)
- [Injury Management training for Manager's \(NSW\)](#)
- [Leader as Coach](#)
- [Mental Health First Aid course \(Docklands VIC\)](#)
- [National Guide to Injury Management – WA/NT/TAS/ACT/QLD/VIC](#)
- [Navigate the Intranet - Q&A open forum](#)
- [Outlook for Beginners](#)
- [ProSafe - General overview & navigation](#)
- [Psychosocial and Psychological Safety](#)
- [Personal Effectiveness](#)

APRIL 2026

- [Email Etiquette in the Modern workplace](#)
- [Focus on Apprenticeships at Programmed \(PFM, PPS & Group\)](#)
- [Injury Management training for Manager's \(NSW\)](#)
- [Injury Management training for Manager's \(SA\)](#)
- [Managing Conflict](#)
- [Mental Health First Aid course \(Docklands VIC\)](#)
- [Outlook for Beginners](#)
- [Power BI training \(HSE\)](#)
- [Psychosocial and Psychological Safety](#)

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

If you would like to know more about Learning & Development courses, offering or programs, please email us at training@programmed.com.au

PROGRAM	OUTLINE
Power BI Training (HSE)	<p>This training session will explore ways to:</p> <ul style="list-style-type: none"> To help navigate your way around the HSEQ component of Power BI Run reports Bookmark your favourite pages
Mental Health First Aid (MHFA)	<p>Gain an Understanding of the Risk factors, prevalence and impact of mental illnesses, including:</p> <ul style="list-style-type: none"> Apply the MHFA Action Plan for anxiety, depression and possible psychosis Learn crisis first aid for suicidal behavior and non-suicidal self-injury Dealing with panic attacks First aid for substance use problems
Focus on Apprenticeships at Programmed	<p>The L&D team welcome you to join this information session where we will cover:</p> <ul style="list-style-type: none"> Hiring an apprentice The Training Contract TAFE enrolment Supporting young workers
Cultural Awareness Training	<p>With the aim of providing an understanding of First Nations culture and traditions, this fact-based session will provide information on:</p> <ul style="list-style-type: none"> Historical data Key events and The current consequences of these events
Managing Conflict	<p>This session explores:</p> <ul style="list-style-type: none"> 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	<p>This session explores:</p> <ul style="list-style-type: none"> 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.’

PROGRAM	OUTLINE
PROSAFE – General Overview & Navigation Training	<p>This training session 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!</p>
Psychosafety and Psychological Safety	<p>Like physical safety hazards, psychosocial hazards also need to be identified and controlled. This session provides an outline of psychosocial hazards and the processes and tools in place for identifying these and managing risk</p>
Outlook for Beginners	<p>Participants will learn how to navigate Outlook and will examine topics such as:</p> <ul style="list-style-type: none"> How to create meeting invites How to check availability of people for a meeting How to place out of office when not available
Injury Management	<p>The purpose of the session is to provide you with:</p> <ul style="list-style-type: none"> An overview of injury management An outline of workers compensation legislation and An exploration of internal injury management processes
Emotional Intelligence	<p>This session examines:</p> <ul style="list-style-type: none"> Why Emotional Intelligence is important in the workplace What is EI and what are the seven skills of effective EI How to be a better communicator at work using EI
Build your confidence with MS Teams	<p>Navigation and Insight using MS Teams including:</p> <ul style="list-style-type: none"> 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	<p>This session covers:</p> <ul style="list-style-type: none"> Understand the coaching style of leadership Characteristics of good coaches Providing effective feedback