

South  
Australian

learning  
centre

*An initiative of Minda*

# Learning & Development Directory

promoting learning...  
developing potential





*Compression - 30 times  
down on the chest with s*



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## Professional Development

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- Time Management
- Conflict Resolution
- Negotiation Skills
- Team Building
- Leadership Development
- Professional Report Writing
- Understanding Diversity
- Effective Workplace Communication

## Certificate Courses

- Certificate III in Disability Work
- Certificate IV in Disability Work
- Certificate III in Aged Care Work
- Certificate IV in Aged Care Work
- Certificate IV in Mental Health
- Certificate IV in Training and Assessment
- Certificate III in Business
- Certificate IV in Business Administration
- Certificate IV in Frontline Management
- Certificate IV in Human Resources

## Intellectual Disability Education

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- Communication & Disability
- Makaton/Signing Workshop
- Communication with Families
- Autism
- Epilepsy
- Dementia
- Eating & Drinking
- Palliative Care
- Legal Guardianship
- Sexuality & Disability
- Advocacy
- Downs Syndrome
- Anatomy & Physiology
- Personal Care
- Behaviour Support
- Assault and Abuse
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- ILP

## OH&S

- Basic OH&S
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- Manual Handling
- First Aid
- Fire Safety
- Professional Assault Response Training
- Safe Food Handling
- Workplace Bullying & Harassment

## Human Resources

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- Report Writing in CHRIS 21
- How to Fill out CHRIS Forms
- KIOSK
- KIOSK Training
- CME - Client Database Training
- Equal Employment Opportunities
- Assessment Centre & Panel Interviewing
- Disciplinary Process
- The Basics of Employment Law
- Basic Mediation for Manager

## Personal Development & Lifestyle

- Diabetes
- Grief & Loss
- Hands-on Health & Nutrition
- Weight Watchers
- Stress Management
- Meditation
- Yoga
- Quit the Habit
- Men's Health
- Women's Health

# Our Service

## Registered Training

Minda Incorporated is a registered training organisation and we are accredited to deliver training and services as stipulated under the Australian Quality Training Framework (AQTF).

## Learning & Development Directory

We provide an easy reference list of our available training sessions under titles such as:

- ▶ Professional Development
- ▶ Community Services Certificates
- ▶ Intellectual Disability Education
- ▶ OH&S
- ▶ Lifestyle Information

## Quality Training

Our facilitators are experts in their field with tertiary qualifications, and practical hands-on experience.

You will receive high quality training, with relevant and current information to meet your personal and organisational goals. We pride ourselves on providing on site training programs, packaged and tailored to each organisation.

# Our Service

## Learning Methods

Our facilitators employ a range of learning strategies within our training programs, including:

- ▶ Individual and group work
- ▶ Video and media technology
- ▶ Feedback and practice
- ▶ Case studies and role plays
- ▶ Interactive workshops to encourage sharing experiences and information
- ▶ Formal and informal structures

We focus on providing interactive, relevant and informative training sessions within safe and comfortable surrounds.

## Traineeships & Funding

As a registered training organisation, Minda Incorporated has access to traineeships and funding incentives from the Government. Your organisation may also be eligible for this funding, and we can offer our assistance.

**Please call 08 8422 6540 or your New Apprenticeships Centre for further information.**

## Regional Training

Workshops can be held in regional areas.

**Please call 08 8422 6540 for further information.**

## Nationally Recognised

We deliver both accredited and non-accredited training.

Minda Incorporated is committed to achieving the highest standards of delivery and services to it's clients as required by the Australian Quality Training Framework (AQTF).



## Recognition of Prior Learning

Recognition of Prior Learning is available to all participants undertaking nationally recognised training. RPL is the recognition of prior learning and skills that have been attained through life and work experience, previous formal and informal training.

**Please call 08 8422 6540 for further information or consultation.**

# Professional Development

## One on One Job Instruction

In this interactive workshop you will be introduced to adult learning principals, how to give and receive feedback, and discover what sort of learner you are.

This 2 hour session enables you to discover how to teach a new skill, and build a relationship with your learner.

Workshop 1	18th February 2009	9.30 - 12.30pm
Workshop 2	13th May 2009	9.45 - 11.45am
Workshop 3	25th August 2009	3.30 - 5.30pm
Workshop 4	9th November 2009	9.45 - 11.45am

## Time Management

Do you want to make the most of your day? How can you more effectively reach your goals? Find out how to work smarter not harder in this energetic training session!

Workshop 1	6th May 2009	9.45 - 11.45am
Workshop 2	15th July 2009	9.45 - 11.45am
Workshop 3	12th August 2009	9.45 - 11.45am
Workshop 4	19th August 2009	9.45 - 11.45am

## Conflict Resolution

Conflicts arise on a regular basis. Learn to resolve conflict in order to produce favourable outcomes, and practice the principals of effective conflict management.

Workshop 1	23rd March 2009	9 - 1.00pm
Workshop 2	16th April 2009	9 - 1.00pm
Workshop 3	18th August 2009	9 - 1.00pm
Workshop 4	8th October 2009	9 - 1.00pm

## Negotiation Skills

Negotiating is based on building partnerships and relationships with your staff, clients and customers. This workshop provides participants with theoretical principals, as well as practical application.

Workshop dates and times to be announced early 2009.

## Team Building

Gain the skills and knowledge to build effective teams, motivate existing team members, and reach common goals. This is a practical and interactive workshop and you are encouraged to share your own experiences. Be prepared to get creative!

Please ask about our exciting tailor made team building packages.

# Professional Development

## Management Skills with a Leadership Focus

\$ POA

Over four full day training sessions, participants will gain knowledge and skills in a number of areas relating to leadership. Students will explore concepts regarding managing projects, planning work schedules, and both giving and receiving feedback.

Develop Work Priorities	March & July
Develop Team and Individuals	April & August
Identify Risk and Apply Risk Management Processes	May & September
Manage Projects	June & October

## Professional Report Writing

Develop and improve your writing skills through a number of simple principals. Write with clarity and minimise the risk of confusion for your readers.

Workshop 1	24th April 2009	9.45 - 11.45am
Workshop 2	16th June 2009	9.45 - 11.45am
Workshop 3	24th August 2009	9.45 - 11.45am
Workshop 4	20th October 2009	3.30 - 5.30pm

## Understanding Diversity

The world is a beautiful myriad of culture, language, gender, and age. We all share similarities and differences, and these should be understood, respected and embraced. Workshops to be announced in the new year.

## Effective Workplace Communication

This program offers participants practical tools regarding communicating in the workplace and provides an understanding of the fundamental principals of communicating within the workplace.

# Certificates Courses

## Certificate III in Disability Work

\$2000

This nationally recognised award is aimed at people who want to work in the field of disability or people who work in the disability sector as direct care workers.

The program provides students with the foundation, skills and knowledge to work with people with disabilities, carry out individual care and lifestyle plans, and enhance the quality of life for people with a disability.

Career paths may include Direct Care Worker, Accommodation Support Worker, Disability Service Officer, Respite Carer, Community House Worker.

To receive this qualification, participants are required to complete 14 units.



## Certificate IV in Disability Work

\$2800

This certificate program is nationally recognised and is directed at people who want to work within the disability sector, or disability workers who would like to develop further knowledge and leadership skills.

It is aimed for people who desire to work within the disability field without direct supervision, to effectively coordinate other workers, and to liaise with external agencies and health professionals to enhance the quality of life for people with disabilities.

Employment paths may include Social Educator, Behavioural Support Officer, Senior Personal Care Assistant, Disability Officer.

To be found competent within the Certificate IV level, students must complete 14 units.



# Certificates Courses

## Certificate III in Aged Care Work

\$2000

Certificate III in Aged Care Work is a nationally endorsed award and is suitable for people who want to work in residential aged care facilities, respite services, aged day centres or community care under direct supervision.

You will be provided with skills, training and information to assist you to become competent in understanding the needs of people who are aged, carry out maintenance of an individual's wellbeing through personal care, and provide services to individuals with complex needs.

Occupational names may include Day Activity Worker, Support Worker, Carer, Personal Care Giver, In-home Respite Care, or Field Officer.

13 units must be completed to gain this certificate.

## Certificate IV in Aged Care Work

\$2800

This nationally accredited training program offers participants the opportunity to gain skills in working within aged care. Participants completing this level IV award will be equipped to coordinate and lead other staff, liaise and consult with external agencies and health professionals to meet the needs of clients.

Work opportunities may include Community House Worker, Carer, Support Worker, Care Team Leader.

To receive this certification, participants must complete 14 units of competency.



## Certificate IV in Mental Health

\$2800

This qualification is directed workers who provide a range of community services and community interventions to clients with mental health issues.

This program covers knowledge and skills required by mental health support workers who work independently or within teams, and relates specifically to working with groups of clients or a client with mental health issues.

Occupation titles may include Case Worker, Outreach Worker, Welfare Worker, Domestic Violence Worker, Co-ordinator.

This qualification consists of 14 units.

# Certificates Courses

## Certificate IV in Training and Assessment TAA40104 Full Certificate - 4 days

\$1200

Over four intensive days you will learn the fundamentals of training and assessment within the Australian National Training Framework. Components include workplace training basics, designing learning programs and assessment techniques.

The course also emphasises the skills needed to facilitate group based, work based and individual learning.

<b>Course 1</b>	Workshop 1	4 November 2008	9am - 4.00pm
	Workshop 2	11 November 2008	9am - 4.00pm
	Workshop 3	18 November 2008	9am - 4.00pm
	Workshop 4	25 November 2008	9am - 4.00pm

<b>Course 2</b>	Workshop 1	6 February 2009	9am - 4.00pm
	Workshop 2	13 February 2009	9am - 4.00pm
	Workshop 3	20 February 2009	9am - 4.00pm
	Workshop 4	27 February 2009	9am - 4.00pm

<b>Course 3</b>	Workshop 1	5 May 2009	9am - 4.00pm
	Workshop 2	12 May 2009	9am - 4.00pm
	Workshop 3	19 May 2009	9am - 4.00pm
	Workshop 4	26 May 2009	9am - 4.00pm

This course is designed for people who have some previous experience and background in training

## Certificate IV in Training and Assessment TAA40104 Upgrade Certificate - 1 day

**\$450**

This course is designed for people who have previously attained the Certificate IV in Assessment and Workplace Training BSZ98, and who need to upgrade to the current certificate.

Attend Workshop 1 of the courses on previous page, 9am - 4pm.



# Certificates Courses

## Certificate III in Business (Business Administration) BSB30101

\$3200

This program will provide you with the basic skills and knowledge required to become competent in areas that are essential to successful employment in industry.

Career paths include clerical and administrative officers, accounts clerks, receptionist, customer service officer and office assistant.

This certificate consists of 12 units.

## Certificate IV in Business (Business Administration) BSB4021

\$3200

The Certificate IV in Business Administration provides competency in skills required for people who are employed or seeking to be employed as an administrative professional.

Career opportunities include administrative support worker, receptionist, personal assistant, office coordinator.

10 units are required to achieve this certificate.



## Certificate IV in Business (Frontline Management)

**\$3200**

The Frontline Management training program covers the core management competencies required by frontline managers, team leaders, and supervisors. It is aimed at those who are in or soon to be in management and leadership roles.

Participants will gain skills and knowledge in negotiation, team building, conflict resolution, strategic thinking, delegation.

To be found competent in this certificate, 8 units must be completed.

## Certificate IV in Business (Human Resources)

**\$ POA**

Increase your career opportunities in Human Resources with the completion of this course. This course is designed for those who are interested in human resources, occupational health and safety, training and workplace behaviour and recruitment selection.

Career paths include human resource officers, line managers, clerks with HR responsibilities.

There are 10 units to complete for this program.



# Intellectual Disability Education

## Mental Health

This workshop is designed to raise awareness of dual disability. It aims to enhance knowledge and understanding of the complexities of assessing and supporting people with a dual disability.

Workshop 1	11 December 2008	2.30 - 5.30pm
Workshop 2	5th February 2009	9.45 - 11.45am
Workshop 3	18th March 2009	3.30 - 5.30pm
Workshop 4	27th May 2009	9.45 - 11.45pm
Workshop 5	14th September 2009	9.45 - 11.45am
Workshop 6	10th December 2009	2.30 - 5.30pm

## Makaton / Signing Workshop

Can you imagine what it would be like if you couldn't understand speech? Makaton is an internationally recognised communication program, which is used in more than 40 countries.

This hands-on, practical workshop provides you with the tools to communicate using signs and gestures.

Workshop 1	February 16 2009	9.15 - 11.15am
Workshop 2	May 13 2009	9.15 -11.15am
Workshop 3	July 22 2009	3.30 - 5.30pm
Workshop 4	October 26 2009	9.15 - 11.15am

## Communication with Families

Effective communication with families of people with intellectual disabilities is an extremely valuable skill to possess. In this session you will be given tools to develop positive partnerships, support parents and families, and therefore enhance individual's lifestyles.

Workshop 1	13th February 2009	9.45 – 11.45am
Workshop 2	13th March 2009	9.45 – 11.45am
Workshop 3	12th May 2009	9.45 – 11.45am
Workshop 4	10th July 2009	2.30 – 5.30pm
Workshop 5	9th October 2009	9.45 – 12.45pm
Workshop 6	9th November 2009	9.45 – 12.45pm

## Autism

This interactive workshop encourages participants to share their knowledge or experience, work through case studies, recognise early detection signs, and support methods. Handouts will be provided.

Workshop 1	5th March 2009	9.45 – 11.45am
Workshop 2	8th April 2009	9.45 – 11.45am
Workshop 3	15th June 2009	9.45 – 11.45am
Workshop 4	29th September 2009	3.30 – 5.30pm

# Intellectual Disability Education

## Epilepsy

Epilepsy is a common neurological condition that effects approximately 1 – 2% of the population. This information session explains epilepsy, detection signals, epilepsy management, health & safety issues, and lifestyle impacts.

Workshop 1	11th February 2009	9.45 – 11.45am
Workshop 2	18th May 2009	9.45 – 11.45am
Workshop 3	11th September 2009	3.30 – 5.30pm
Workshop 4	21st October 2009	9.45 – 11.45am

## Dementia

As of 2007 there are over 220,000 people dementia, and with an aging population, dementia and Alzheimer's diseases are a growing concern. This workshop outlines information on causes, diagnosis, symptoms and treatment of dementia and Alzheimer's diseases.

Workshop 1	6th February 2009	9.45 – 11.45am
Workshop 2	4th March 2009	9.45 – 11.45am
Workshop 3	7th April 2009	9.45 – 11.45am
Workshop 4	5th June 2009	3.30 – 5.30pm
Workshop 5	21st September 2009	9.45 – 11.45am

## Eating and Drinking

This workshop is run over a full day in conjunction with Certificate 3 training at South Australian Learning Centre. The workshop covers the theory and information, and the duty of care issues surrounding the management of eating & drinking.

There is also a demonstration of practical exercises for the planning and support of people who have swallowing difficulties.

People wanting to book into these sessions should contact South Australian Learning Centre for upcoming dates.

## Palliative Care

The goal of this workshop is to better understand how to prevent and relieve suffering and to improve quality of life for people facing serious or complex illness.

Workshop 1	26th March 2009	9.45 – 11.45am
Workshop 2	2nd June 2009	3.30 – 5.30pm
Workshop 3	7th July 2009	9.45 – 11.45am
Workshop 4	7th September 2009	9.45 – 11.45am

# Intellectual Disability Education

## Legal Guardianship

What is legal guardianship and how does this impact on a care worker or family member of a person with a disability? This workshop provides practical and clear guidelines.

Workshop 1	17th February 2009	9.45 – 11.45am
Workshop 2	25th March 2009	9.45 – 11.45am
Workshop 3	20th April 2009	9.45 – 11.45am
Workshop 4	18th June 2009	9.45 – 11.45am
Workshop 5	19th August 2009	3.30 – 5.30pm

## Sexuality and Disability

Recognise and accommodate the expressions of identity and sexuality of the person with a disability. Gain an understanding of the impact of community values and attitudes regarding sexuality and disability, and support the person with a disability to express their identity and sexuality.

This course is divided into two parts:

Workshop 1	3rd Feb 2009	9.45 – 11.45am
	2nd April 2009	9.45 – 11.45am
	1st July 2009	9.45 – 11.45am
Workshop 2	20th March 2009	9.45 – 11.45am
	4th May 2009	9.45 – 11.45am
	24th July 2009	9.45 – 11.45am

# Intellectual Disability Education

## Advocacy

Advocacy enables people with disabilities achieve their rights.

Workshop 1	12th February 2009	9.45 – 11.45am
Workshop 2	11th May 2009	9.45 – 11.45am
Workshop 3	21st July 2009	9.45 – 11.45am
Workshop 4	8th September 2009	3.30 – 5.30pm
Workshop 5	6th November 2009	9.45 – 11.45am

## Downs Syndrome

This topic aims to provide a basic understanding of Down Syndrome, it's causes, common features, associated health issues, and support strategies.

## Anatomy and Physiology

This workshop will enable the participant to gain a foundation knowledge of the basic components, functions and interactions of body systems.

## Personal Care

Covering strategies to meet the needs of clients or family members while maintaining dignity, privacy and personal choice, this workshop also includes some information on current supporting legislation.

# Intellectual Disability Education

## Behaviour Support

Provide Advanced Behaviour Support (DIS16B) is a unit of competency within Certificate IV in Community Services (Disability Work).

This unit is composed of an array of topics designed around responding to the physical, medical, health, personal care and safety of people with a disability.

This unit can be used as credit towards gaining the nationally recognised Certificate IV in Disability Work if the assessment is completed.

Participants will need to attend one session per workshop (six sessions in total).

We advise each session is to be attended in consecutive order, for example attend a session from workshop 1 followed by a session from workshop 2, then workshop 3 etc.

Workshop 1	5th February 2009	3.30 – 5.30pm
	1st May 2009	9.45 – 11.45am
	2nd July 2009	9.45 – 11.45am
	19th October 2009	2.30 – 5.30pm
Workshop 2	12th February 2009	3.30 – 5.30pm
	15th May 2009	9.45 – 11.45am
	7th July 2009	9.45 – 11.45am
	27th October 2009	2.30 – 5.30pm

Workshop 3	19th Feb 2009	3.30 – 5.30pm
	26th May 2009	9.45 – 11.45am
	14th July 2009	9.45 – 11.45am
	2nd November 2009	2.30 – 5.30pm
Workshop 4	23rd February 2009	3.30 – 5.30pm
	1st June 2009	9.45 – 11.45am
	23rd July 2009	9.45 – 11.45am
	10th November 2009	2.30 – 5.30pm
Workshop 5	2nd March 2009	3.30 – 5.30pm
	16th June 2009	9.45 – 11.45am
	30th July 2009	9.45 – 11.45am
	17th November 2009	2.30 – 5.30pm
Workshop 6	16th March 2009	3.30 – 5.30pm
	25th June 2009	9.45 – 11.45am
	6th August 2009	9.45 – 11.45am
	24th November 2009	2.30 – 5.30pm

# Intellectual Disability Education

## Assault and Abuse

This two hour session introduces how to recognise situations of risk or potential risk, how to identify neglect, abuse and assault, and outlines protective behaviour and assertiveness.

This session also provides participants with information on how to report incidences of real or suspected abuse.

Workshop 1	November 4 2008	9.45 – 12.45am
Workshop 2	February 23 2009	9.45 – 12.45am
Workshop 3	April 21 2009	9.45 – 12.45am
Workshop 4	June 22 2009	2.30 – 5.30pm
Workshop 5	August 10 2009	9.45 – 12.45pm
Workshop 6	September 28 2009	2.30 – 5.30pm
Workshop 7	November 20 2009	9.45 – 12.45pm

## Administer Safe Medication (Minda staff only)

This session outlines what medication is and how to administer it safely and accurately. Participants will learn how to record and follow policy and procedure, as well as observe for the effects of medication.

This session may be used in credit towards the Certificate III/IV in Disability Work.

## ILP (Individual Lifestyle Plan)

This session is a core topic for Minda employees, and is aimed at new direct care workers. This needs to be completed by the end of staff probationary period.

It involves looking at the process of creating a plan, the assessment of client needs, and how to action the client's individual plans in order to enhance quality of life and choice.

Workshop 1	20th January 2009	9 – 12.30pm
Workshop 2	16th February 2009	9 – 12.30pm
Workshop 3	6th March 2009	9 – 12.30pm
Workshop 4	24th March 2009	9 – 12.30pm
Workshop 5	2nd April 2009	9 – 12.30pm
Workshop 6	23rd April 2009	9 – 12.30pm
Workshop 7	26th May 2009	9 – 12.30pm
Workshop 8	4th June 2009	9 – 12.30pm
Workshop 9	23rd June 2009	9 – 12.30pm
Workshop 10	9th July 2009	9 – 12.30pm
Workshop 11	21st July 2009	9 – 12.30pm
Workshop 12	7th August 2009	9 – 12.30pm
Workshop 13	24th August 2009	9 – 12.30pm
Workshop 14	4th September 2009	9 – 12.30pm
Workshop 15	24th September 2009	9 – 12.30pm
Workshop 16	5th October 2009	9 – 12.30pm
Workshop 17	23rd October 2009	9 – 12.30pm
Workshop 18	3rd November 2009	9 – 12.30pm
Workshop 19	17th November 2009	9 – 12.30pm

# OH&S

## Basic OH&S

This workshop examines the need to apply relevant OH&S legislation and codes of practice, duties and responsibilities for all employees under the general duty of care, and procedures for hazard identification.

Workshop 1	April 21st 2009	10 – 4.00pm
Workshop 2	August 8th 2009	10 – 4.00pm
Workshop 3	October 19th 2009	10 – 4.00pm

## Standard Precautions

Ensure healthy and safe work practices regarding working with hazardous materials, poisons, and bodily fluids. Minimise risk of infection and the spread of disease.

## Manual Handling

Safe lifting principals are explained and practiced in this hands-on workshop. Participants will gain an understanding of risk assessment, rights and responsibilities associated with manual handling activities.

Workshop 1	January 28 2009	9.30 - 12.30pm
Workshop 2	February 24 2009	9.30 - 12.30pm
Workshop 3	March 25 2009	9.30 - 12.30pm
Workshop 4	April 17 2009	9.30 - 12.30pm
Workshop 5	May 8 2009	9.30 - 12.30pm
Workshop 6	June 23 2009	9.30 - 12.30pm
Workshop 7	July 28 2009	9.30 - 12.30pm
Workshop 8	August 17 2009	9.30 - 12.30pm
Workshop 9	September 23 2009	9.30 - 12.30pm
Workshop 10	October 16 2009	9.30 - 12.30pm
Workshop 11	November 19 2009	9.30 - 12.30pm
Workshop 12	December 1 2009	9.30 - 12.30pm

# OH&S

		Minda Employees	Non Minda Employees
First Aid	- Senior	\$ 35	\$ 110
	- Refresher	\$ 20	\$ 85

Participants in the full course will receive a First Aid Manual and a self paced workbook, which is to be filled out and submitted before attending the session. Those doing the Refresher do not need to complete the workbook and the manual is not included.

The workshop is a full day of face to face training, hands-on practice, theory and short assessment. Senior First Aid is nationally recognised and valid for 3 years. It is approved by all State and Territory Legislative Authorities and complies with the Australian Qualifications Framework.

This training may be credited towards achieving Certificate III/IV in Disability Work.

Workshop 1	13th November 2008	8.30 – 5.00pm
Workshop 2	8th December 2008	8.30 – 5.00pm
Workshop 3	30th January 2009	8.30 – 5.00pm
Workshop 4	11th February 2009	8.30 – 5.00pm
Workshop 5	16th March 2009	8.30 – 5.00pm
Workshop 6	20th April 2009	8.30 – 5.00pm
Workshop 7	21st May 2009	8.30 – 5.00pm
Workshop 8	17th June 2009	8.30 – 5.00pm
Workshop 9	8th July 2009	8.30 – 5.00pm
Workshop 10	14th August 2009	8.30 – 5.00pm
Workshop 11	16th September 2009	8.30 – 5.00pm
Workshop 12	9th October 2009	8.30 – 5.00pm
Workshop 13	12th November 2009	8.30 – 5.00pm
Workshop 14	7th December 2009	8.30 – 5.00pm

## Fire Safety

Fire Safety and Emergency Procedure Training is a compulsory core competency for all Minda Incorporated employees.

Legislative requirements are covered, as well as what to do in the case of a fire emergency, effects of smoke, and the use of different fire extinguishers.

This training will provide you with a Fire Warden qualification.

Workshop 1	29 October 2008	1.30 – 5.00pm
Workshop 2	17 December 2008	1.30 – 5.00pm
Workshop 3	25 February 2009	1.30 – 5.00pm
Workshop 4	25 March 2009	1.30 – 5.00pm
Workshop 5	29 April 2009	1.30 – 5.00pm
Workshop 6	10 June 2009	1.30 – 5.00pm
Workshop 7	19 August 2009	1.30 – 5.00pm
Workshop 8	9 September 2009	1.30 – 5.00pm
Workshop 9	11 November 2009	1.30 – 5.00pm

# OH&S

## Predict Assess And Respond To Challenging and Abusive Behaviour (PART) Full Program

Predicting, understanding and managing aggressive behaviour are valuable skills to learn within this practical and relevant workshop. Participants will learn theory and have the opportunity to practice self defence movements within the safety of the classroom environment.

This topic held over 2 full consecutive days

Workshop 1	29th & 30th January 2009	8.30 – 5.00pm
Workshop 2	26th & 27th February 2009	8.30 – 5.00pm
Workshop 3	23rd & 24th March 2009	8.30 – 5.00pm
Workshop 4	22nd & 23rd April 2009	8.30 – 5.00pm
Workshop 5	12th & 13th May 2009	8.30 – 5.00pm
Workshop 6	9th & 10th June 2009	8.30 – 5.00pm
Workshop 7	16th & 17th July 2009	8.30 – 5.00pm
Workshop 8	13th & 14th August 2009	8.30 – 5.00pm
Workshop 9	7th & 8th September 2009	8.30 – 5.00pm
Workshop 10	29th & 30th October 2009	8.30 – 5.00pm
Workshop 11	2nd & 3rd November 2009	8.30 – 5.00pm
Workshop 12	3rd & 4th December 2009	8.30 – 5.00pm

## Predict Assess and Respond To Challenging and Abusive Behaviour (PART) Refresher Program

Workshop 1	14th January 2009	9.00 – 12.00pm
Workshop 2	17th February 2009	9.00 – 12.00pm
Workshop 3	20th March 2009	9.00 – 12.00pm
Workshop 4	17th April 2009	9.00 – 12.00pm
Workshop 5	14th May 2009	9.00 – 12.00pm
Workshop 6	18th June 2009	9.00 – 12.00pm
Workshop 7	23rd July 2009	9.00 – 12.00pm
Workshop 8	12th August 2009	9.00 – 12.00pm
Workshop 9	3rd September 2009	9.00 – 12.00pm
Workshop 10	15th October 2009	9.00 – 12.00pm
Workshop 11	6th November 2009	9.00 – 12.00pm
Workshop 12	14th December 2009	9.00 – 12.00pm

# OH&S

## Safe Food Handling

Minimise the risk of infection and food poisoning by following simple and easy guidelines. In this informative training session you will learn how to handle, prepare and store food safely.

Workshop 1	February 24 2009	9 – 12.00pm
Workshop 2	April 15 2009	1 – 4.00pm
Workshop 3	May 28 2009	9 – 12.00pm
Workshop 4	July 13 2009	1 – 4.00pm
Workshop 5	August 27 2009	9 – 12.00pm
Workshop 6	Sept 22 2009	1 – 4.00pm
Workshop 7	October 20 2009	9 – 12.00pm
Workshop 8	November 23 2009	1 – 4.00pm

## Workplace Bullying & Harassment

Bullying and harassment can have major and negative repercussions on teams, individuals and organisations. Learn how to recognise, minimise, report and deal with incidences of bullying and harassment within the workplace.

Workshops to be announced early 2009.

# Induction

## Starter Induction - Minda Employees Only

All new employees are required to attend a 1 day “Starter Induction” before commencing work with Minda. This information session provides you with vital organisation information on all Minda practises including:

- ▶ HR issues i.e. pay and salary sacrifice
- ▶ Staff responsibilities
- ▶ OHS & manual handling and more

Starter Induction	Session 2008	3rd November	8th December
	Session 2009	5th January	20th July
		2nd February	17th Aug
		2nd March	14th September
		27th April	12 October
		11th May	9th November
		22nd June	7th December

During the first 3 months of probation you are also expected to attend a “Formal Induction” to provide you with information on:

- ▶ Medication protocols
- ▶ Standard Precautions
- ▶ Issues of Assault and Abuse and more

Formal Induction	Session 2008	15th December	
	Session 2009	9th February	24th August
		4th May	19th October
		29th June	14th December

As part of your Induction process at Minda you are also required to book yourself into the compulsory topics referred to on you “Probation and Induction checklist”. Please see inside this directory for further details.

# Human Resources

## Recruitment Training

Participants will gain an understanding of recognised techniques for successful recruitment. Staff will develop an insight into why each step of the recruitment process is important, and how to achieve excellence in each step.

Staff will experience an informative, balanced, practical and theoretical program.

## Report Writing in CHRIS 21

The report designer allows you to create and run reports that extract data from the CHRIS 21 database. Learn how to create accurate and informative reports in a range of styles.

## How to fill in CHRIS forms

Participants will be taught the following:

- 1) How to fill in Employee Changed Conditions forms
- 2) Employee Commencement/Termination forms
- 3) Position Details forms

Please book this course through Lyn Stevens on 8422 6206.

## KIOSK Training (Minda staff only)

Participants will learn how to access the KIOSK and discover what the KIOSK contains. You will discover how to change your password, check for leave balances, pay and timesheet information, and utilise a range of other features.

Gain a comprehensive understanding of Managers KIOSK, Managers F/N, Payroll Reports, Costs, Pay Totals, Excess Hours, Managers Monthly CHRIS 21 POS, and FTE reports.

The KIOSK courses are practical and one on one sessions. Please book this course through Lyn Stevens on #206

## CME – Clients Database Training

Attending this session will provide you with information relating to maintenance and input of client details such as birth date, addresses, photographs, word documents etc.

This is a practical and one on one workshop. Please book this course through Lyn Stevens on #206.

# Human Resources

## Equal Employment Opportunities (Minda staff only)

The results of an Equal Employment Opportunity claim can be punishing for both employee and employer. Minda can't take risks with compliance.

We need to ensure all our employees understand Equal Employment Opportunity and diversity issues and reduce the risk of an expensive and upsetting grievance claim.

## Assessment Centre & Panel Interviewing

An Assessment Centre is a comprehensive method of recruitment, normally held toward the end of the interview process. Assessment Centres contain more than one way for you to display your skills to an employer.

## Disciplinary Process

The intention of this process is to facilitate the timely resolution of grievances, complaints and disputes between employees and employer. Dealing with disciplinary action in a step by step method and within structured applications will give participants the required confidence.

## The basics of Employment Law - what you can and can't do

The employment relationship is a contractual relationship, at it's most basic level.

By attending this workshop participants will be given information on the nature of employment contracts, terms and conditions of employment, types of employment structures and impact of legislative requirements.

## Basic Mediation for Managers

Workplace disputes can cost organisations millions of dollars in legal fees, lost productivity, recruitment, workers compensation and stress leave. Learn how to minimise these costly risks through innovative, simple and effective methods.

# Human Resources

## Rostering (Minda staff only)

Vital to the smooth running of any organisation, particularly regarding legislative requirements for ratio of staff to clients, this workshop is a must for all team leaders.

Workshop 1	16th April 2009	9.45 – 11.45am
Workshop 2	11th June 2009	9.45 – 11.45am
Workshop 3	6th August 2009	9.45 – 11.45am
Workshop 4	13th November 2009	9.45 – 11.45am

## Finance (Minda staff only)

Understand basic accounting and financial terms, and budgeting and accounting cycles. This session explains financial performance analysis, cash management and accounting for client funds.

Workshop 1	14th April 2009	9.45 – 11.45am
Workshop 2	19th May 2009	9.45 – 11.45am
Workshop 3	14th July 2009	9.45 – 11.45am
Workshop 4	28th September 2009	3.30 – 5.30pm

# Personal Development & Lifestyle

## Diabetes

Prevention, treatment, risk factors, complications, support services, and statistics are covered in this informative workshop. Participants will have the opportunity to raise questions and share experiences during the workshop.

Workshop 1	2nd March 2009	9.45 – 11.45am
Workshop 2	3rd April 2009	9.45 – 11.45am
Workshop 3	15th May 2009	9.45 – 11.45am
Workshop 4	24th June 2009	3.30 – 5.30pm
Workshop 5	15th July 2009	9.45 – 11.45am
Workshop 6	15th September 2009	9.45 – 11.45am

## Grief and Loss

This safe and relaxed workshop looks at grief and loss issues including support structures and coping methods.

Workshop 1	2nd March 2009	9.45 – 11.45am
Workshop 2	3rd April 2009	9.45 – 11.45am
Workshop 3	15th May 2009	9.45 – 11.45am
Workshop 4	24th June 2009	3.30 – 5.30pm
Workshop 5	15th July 2009	9.45 – 11.45am
Workshop 6	15th September 2009	9.45 – 11.45am

## Hands-on Health & Nutrition

Come and discover a healthy approach to food preparation, diet and nutrition.

Facilitated by a chef, this interactive presentation provides participants with recipes and a comprehensive guide to healthy and delicious eating.

## Weight Watchers

- per session

**\$13.95**

Weekly motivation, support and inspiration to help you reach your healthy weight and lifestyle goals.

**Dates to be announced, contact South Australian Learning Centre on 8422 6530 for further information.**

# Personal Development & Lifestyle

## Stress Management

This course is designed to assist you in identifying the different types of stress and how you can manage them to become more relaxed, energetic and content.

Stress can effect both the mind and body and we look at techniques to deal with stressful situations.

Workshop 1	3rd March 2009	9.45 – 11.45am
Workshop 2	27th June 2009	9.45 – 11.45am
Workshop 3	17th September 2009	3.30pm – 5.30pm

## Meditation

Learn to relax and de-stress with meditation techniques that are simple and easy to apply in any situation - even in the office!

Workshop dates to be announced early 2009.

## Yoga

Yoga is a spiritual and physical practice that helps to relax the body and mind. It has been found to reduce stress levels, increase muscle tone, and assist in a general feeling of well being. Students will be guided through a number of postures with support provided from the teacher.

Workshop dates to be announced early 2009.

## Quit the Habit

Cigarette smoking is the single most important cause of ill health and premature death in Australia. This workshop covers step by step solutions, tools on how to quit smoking, and provides resources and education on tobacco and the health risks associated, as well as support services.

Workshop dates to be announced early 2009.

## Men's Health

This workshop explores a number of subjects relating to men including physical health and well being, life stages and events, mental health and possible health risks.

Fitness, health insurance, drugs, aging, and preventing suicide will also be covered .

## Women's Health

These monthly workshops will be held on a range of topics including understanding women's physical health and well being, fitness and nutrition, mental and emotional health, life stages and events in these informal session.

Topics will also include menopause information, pregnancy, sexual health for women, aging, health insurance, and complimentary therapies.

# How to enroll

For Internal course outline and further information please contact:

## **Janet Videon**

Internal Learning and Development Consultant

Phone: 08 8422 6520

email: Janet.videon@minda.asn.au

For Internal course registration please complete 'Application for Internal Courses' enrolment form (see attached example, located on Minda Portal) or contact:

## **Janet Videon**

Internal Learning and Development Consultant

Phone: 08 8422 6520

email: Janet.videon@minda.asn.au

For External course outline and further information, and registration please contact:

## **Anne Noble**

External Learning & Development Consultant

Phone: 08 8422 6528

email: Anne.noble@minda.asn.au

For general enquires please contact:

**Reception**

South Australian Learning Centre

Phone: 08 8422 6530

email: [salc@minda.asn.au](mailto:salc@minda.asn.au)

For all other enquiries such as conferences etc,  
please contact

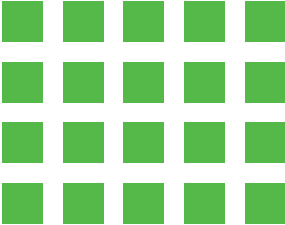
**Muriel Kirkby**

Manager Learning & Development

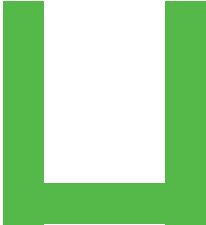
Phone: 08 8422 6288

email: [muriel.kirkby@minda.asn.au](mailto:muriel.kirkby@minda.asn.au)

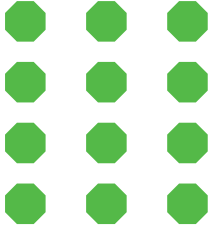
# Room Configuration and Capacities



Theatre



U-shape



Café

Room	Mode			Size
	Theatre	U-shape	Café	
Conference Room 1	36	22	30	5M x 7.5M
Conference Room 2	28	14	24	5M x 4.5M
Conference Room 3	30	20	28	6M x 5.5M
Conference Room 4	28	14	18	6M x 4.5M
Training Room 1	28	14	24	5M x 5M
Training Room 2	24	12	18	5M x 4M
Training Room 3	42	22	36	6M x 6.5M
IT Training Suite	12 Desktop Computers			

Conference Room 1 and Conference Room 2 can be joined  
 Conference Room 3 and Conference Room 4 can be joined  
 Training Room 1 and Training Room 2 can be joined

## Internal Courses Application

Name		Employee Number:
Date Employment Commenced		Worksite:
Employment status	<i>(eg Casual, F/T or P/T + average hours/week)</i>	
Position Classification	<i>(i.e. DCW, VSO, DE etc.)</i>	
Preferred after hours contact number		
Name of course		
Special needs	<i>(eg: any disability)</i>	<b>Eligible for Traineeship?</b> <i>Office use only</i>  <input type="checkbox"/> YES  <input type="checkbox"/> NO
Applicant's signature		Date:
Manager's approval to attend:		Date:



*An initiative of Minda*

All our training rooms are available for hire, also conference facilities, video conferencing facilities and catering available.

**For further information  
please contact**

**T** (08) 8422 6530

**F** (08) 8422 6330

**E** [salc@minda.asn.au](mailto:salc@minda.asn.au)

King George Avenue,  
Brighton, South Australia 5048

[www.mindainc.com.au/salc](http://www.mindainc.com.au/salc)



**Government of South Australia**  
Department for Families  
and Communities

Minda is supported by the Australian Government through the Department of Families, Community Services and Indigenous Affairs.