

Sustainability Community of Practice & Education





Sustainability Community of Practice & Education

Partnering with Educators, Community,
Industry & Government to develop tangible
sustainable skill sets and promote sustainable
and innovative practices



Contents

TRAINING & DEVELOPMENT OPTION		Page/s
Recognition of Prior Learning		4-6
Programs	Project Management Program	7
	Human Resource Management Program	7
	Leadership and Management Program	8
	Business Management Program	8
	Future Leader Program	9
	Regional Skills Development Program	10
	Small Medium Enterprise (SME) Development Program	10
	Genos International Ignite Program	11
	Genos One On One Coaching Program	11
	Resilience at Work Individual R@W Scale Program	12
	Resilience at Work Team and/or Team Leader Program	13
Short Courses	Short Course Options	14-15
	Project Management Fundamentals	16
	Risk Management Principles	16
	Sales Development	17
	MYOB Fundamentals	18
	Xero Fundamentals	18
	MYOB Advanced	18
	Xero Advanced	18
Workshops	Workshop Options	19-20
	Understanding Your Personality Type with Myers Briggs	21
	Workforce Development Fundamentals	21
	Leadership Styles	21
Information	Consultants/Facilitators	22-23
	About SCoPe	24
	Becoming A SCoPe Partner	25
	Where To Find Us	26

Recognition towards Nationally Accredited Qualifications will be arranged through one of our industry partners



Sustainable Skills Transition & Development Centre,

Recognition of Prior Learning

Do you have the skills and experience but lack the formal qualifications?

SCoPe's highly experienced consultants are specialists in navigating the

Recognition of Prior Learning process

Contact us to make an appointment 0400 359 054 or info@scopesa.com.au

Nationally Accredited Qualification Options

Leadership and Management

BSB42015 Certificate IV in Leadership and Management

BSB51915 Diploma of Leadership and Management

BSB61015 Advanced Diploma of Leadership and Management

Project Management

BSB41515 Certificate IV in Project Management Practice

BSB51415 Diploma of Project Management

BSB61215 Advanced Diploma of Program Management

Human Resources

BSB41015 Certificate IV in Human Resources

BSB50615 Diploma of Human Resource Management

BSB60915 Advanced Diploma of Management (Human Resources)

Business Management and Administration

BSB40415 Certificate IV in Small Business Management

BSB42615 Certificate IV in New Small Business

BSB30415 Certificate III in Business Administration
BSB40515 Certificate IV in Business Administration

BSB50415 Diploma of Business Administration

BSB30115 Certificate III in Business
BSB40215 Certificate IV in Business
BSB50215 Diploma of Business

BSB60215 Advanced Diploma of Business

Recognition towards Nationally Accredited Qualifications will be arranged through one of our industry partners



Recognition of Prior Learning

Are you too busy to attend lengthy training courses and assessments?

SCoPe's highly experienced consultants are specialists in navigating the Recognition of Prior Learning process

Contact us to make an appointment 0400 359 054 or info@scopesa.com.au

Nationally Accredited Qualification Options

Sales & Marketing

BSB40615 Certificate IV in Business Sales

BSB30215 Certificate III in Customer Engagement
BSB40315 Certificate IV in Customer Engagement
BSB50315 Diploma in Customer Engagement

Financial Management

FNS40215 Certificate IV in Bookkeeping
FNS40615 Certificate IV in Accounting
FNS50215 Diploma in Accounting

Training & Development

TAE40110 Certificate IV in Training and Assessment
TAE50111 Diploma of Vocational Education and Training
TAE50216 Diploma of Training Design and Development

Work Health & Safety

BSB30715 Certificate III in Work Health and Safety
BSB41415 Certificate IV in Work Health and Safety

BSB51315 Diploma of Work Health & Safety

BSB60615 Advanced Diploma of Work Health & Safety

Risk Management & Investigation

CPP30607 Certificate III in Investigative Services

CPP40707 Certificate IV in Security and Risk Management
CPP50611 Diploma of Security and Risk Management

FNS60815 Advanced Diploma of Integrated Risk Management

Recognition towards Nationally Accredited Qualifications will be arranged through one of our industry partners



Sustainable Skills Transition & Development Centre,

Recognition of Prior Learning

Will you stand out from your competitors for future employment opportunities? SCoPe's highly experienced consultants are specialists in navigating the **Recognition of Prior Learning process**

Contact us to make an appointment 0400 359 054 or info@scopesa.com.au

Nationally Accredited Qualification Options

Government

PSP40116 **Certificate IV in Government** PSP50116 **Diploma of Government**

PSP60512 **Advanced Diploma of Government (Management)**

PSP40416 **Certificate IV in Government Investigations** PSP51712 **Diploma of Government (Investigation)**

PSP60116 Advanced Diploma of Government (Workplace Inspection, Investigations, Fraud Control)

Quality Management

BSB51615 **Diploma of Quality Auditing**

Community Support and Development

CHC51015 **Diploma of Counselling**

CHC52015 **Diploma of Community Services**

Diploma of Youth Work CHC50413

Early Education and Support

CHC30113 **Certificate III in Early Childhood Education and Care**

CHC30213 **Certificate III in Education Support** CHC40213 **Certificate IV in Education Support**

CHC50113 Diploma of Early Childhood Education and Care CHC50213 **Diploma of School Age Education and Care**

Warehousing and Logistics

TLI31616 **Certificate III in Warehousing Operations** TLI41816 **Certificate IV in Warehousing Operations**

TLI42016 **Certificate IV in Logistics** TLI50415 **Diploma of Logistics**

Recognition towards Nationally Accredited Qualifications will be arranged through one of our industry partners



Sustainable Skills Transition & Development Centre,

Mawson Lakes, South Australia, 5095

0400 359 054

Do you want high performing teams?

Contact us to make an appointment 0400 359 054 or info@scopesa.com.au

Training & Development Schedule

Project Management Program

Program Details

9 two night Workshops 18 night program, one night per Week Small Group - Limited to 12 Participants Cost \$598 per workshop

Book Early

info@scopesa.com.au/0400 359 054 www.scopesa.com.au

John Driehuis/John Peake

Project management requires a strong focus on planning, scheduling and organising resources and tasks, increasingly today's project managers also need to be able to collaborate, communicate, inspire performance, innovate and engage their project teams.

This is a skills development program made up of 9 individual workshops. Each workshop is over 2 nights.

Even though this program is not Nationally Accredited, each workshop aligns to the criteria for BSB41515 Certificate IV in Project Management Practice, producing a portfolio of work which can potentially support and/or be converted to the qualification at the end of the program through one of our industry partners.

Human Resource Management Program

Program Details

10 two night Workshops 20 night program, one night per Week Small Group - Limited to 12 Participants Cost \$598 per workshop

Book Early

info@scopesa.com.au/0400 359 054 www.scopesa.com.au

Kathryn Houghton/John Driehuis

Human Resources (HR) has significantly grown in importance and influence within the last decade. Large organisations and businesses are becoming increasingly aware of how vital effective HR management is to the success and sustainability of the business. Today's HR professional needs to be a business partner to enable them to influence and shape every aspect of the organisation's stakeholders and the staff within the business.

This is a skills development program made up of 10 individual workshops. Each workshop is over 2 nights.

Even though this program is not Nationally Accredited, each workshop aligns to the criteria for BSB41015 Certificate IV in Human Resources , producing a portfolio of work which can potentially support and/or be converted to the qualification at the end of the program through one of our industry partners.

Recognition towards Nationally Accredited Qualifications will be arranged through one of our industry partners



Sustainable Skills Transition & Development Centre,

Are you looking for the development of tangible sustainable skill sets?

Contact us to make an appointment 0400 359 054 or info@scopesa.com.au

Training & Development Schedule

Leadership & Management Program

Kathryn Houghton/John Driehuis

Program Details

12 two night Workshops 24 night program, one night per Week Small Group - Limited to 12 Participants Cost \$598 per workshop

Book Early

info@scopesa.com.au/0400 359 054 www.scopesa.com.au

Effective and constructive leadership of employees is seen to be vital to increasing employee engagement and retention. Today's leaders need to be able to collaborate, communicate, inspire performance, innovate and engage their staff.

This is a skills development program made up of 12 individual workshops. Each workshop is over 2 nights.

Even though this program is not Nationally Accredited, each workshop aligns to the criteria for BSB42015 Certificate IV in Leadership & Management, producing a portfolio of work which can potentially support and/or be converted to the qualification at the end of the program through one of our industry partners.

Business Management Program

Program Details

10 two night Workshops 20 night program, one night per Week Small Group - Limited to 12 Participants Cost \$598 per workshop

Book Early

info@scopesa.com.au/0400 359 054 www.scopesa.com.au

John Peake/John Driehuis

The management and administration of a business has become more complex requiring staff employed in these roles to widen knowledge and skills within the business.

This is a skills development program made up of 10 individual workshops. Each workshop is over 2 nights.

Even though this program is not Nationally Accredited, each workshop aligns to the criteria for BSB40215 Certificate IV in Business, producing a portfolio of work which can potentially support and/or be converted to the qualification at the end of the program through one of our industry partners.

Recognition towards Nationally Accredited Qualifications will be arranged through one of our industry partners



Sustainable Skills Transition & Development Centre,

Do you want a guided, longer term, solution?

Contact us to make an appointment 0400 359 054 or info@scopesa.com.au

Training & Development Schedule

Future Leader Program

Program Details

Generally Night and Weekend Sessions **Approximate Commitment** Leadership & Management - 24 Sessions Human Resources — 20 Sessions Project Management—18 Sessions Business - 20 Sessions Work Health & Safety—20 Sessions Personal Development—12 Sessions

Ongoing mentoring support 3 two week Work Experience Placements Action Learning Project Delivery Skills and Experience Portfolio **References and Qualifications** Duration of program 12 months **Graduation to subsequent Stages** 3 Stages over three years

Small Group - Limited to 12 Participants Cost \$299 per Session

Express your interest today

info@scopesa.com.au/0400 359 054 www.scopesa.com.au

Kathryn Houghton/Ben Driehuis/John Peake/John Driehuis

A long term program designed to provide aspiring leaders with sustainable skills sets and tools to allow them the best chance to future proof their careers.

The program covers the development of skills in sustainability, corporate social responsibility, leadership and management, project management, human resources, business development, work health and safety and professional development including emotional Intelligence, time management and conflict resolution.

The program commences with an in depth consultation to establish the individual goals and requirements of the participant and results in the formation of a long term personal development plan.

The participant is assigned a highly experienced mentor throughout the journey.

It takes the participant through developing study and research skills, understanding business systems and future business then through multiple streams of development.

It includes 3 two week work experience placements in industry within a twelve month period and concludes annually in the presentation of an Action Learning Project and Portfolio plus Graduation to the next stage.

The first stage is designed to allow the participant the potential of gaining multiple Certificate IV Nationally Accredited Qualifications including;

BSB42015 Certificate IV in Leadership & Management

BSB41015 Certificate IV in Human Resources

BSB41515 Certificate IV in Project Management Practice

BSB40215 Certificate IV in Business

BSB41415 Certificate IV in Work Health and Safety

This is followed in subsequent years to allow the participant the potential of gaining Diplomas and Advanced Diplomas across these disciplines

Recognition towards Nationally Accredited Qualifications will be arranged through one of our industry partners



Sustainable Skills Transition & Development Centre,

Do you want a culture that attracts the best talent?

Contact us to make an appointment 0400 359 054 or info@scopesa.com.au

Training & Development Schedule

Regional Skills Development Program

Program Details

13 x 2 Day Consolidated National Accredited Training, Activities and Assessment **Intensive Delivery**

26 Day Program over 12 months Small Group - Limited to 12 Participants Cost \$POA

Express your interest today

info@scopesa.com.au/0400 359 054 www.scopesa.com.au

Small Medium Enterprise (SME) Development Program

Program Details

1/2 Day Workshops Tailored to Requirements Small Group - Limited to 12 Participants Cost from \$299

per Workshop per Participant Express your interest today

info@scopesa.com.au/0400 359 054 www.scopesa.com.au

Kathryn Houghton/Kath Milne/Marius Pretorius/Ben Driehuis John Peake/John Driehuis

A long-term program designed to provide individuals and organisations in regional locations with access to a range of sustainable skills sets and tools.

The program covers the development of skills in: leadership and management, project management, human resource management, business development, work health and safety and professional development including Emotional Intelligence, time management and conflict resolution.

The program consists of two day short courses per month held in your region.

The program is designed to allow the participant the potential of gaining multiple Certificate IV Nationally Accredited Qualifications including; BSB42015 Certificate IV in Leadership & Management BSB41015 Certificate IV in Human Resources BSB41515 Certificate IV in Project Management Practice

BSB40215 Certificate IV in Business

BSB41415 Certificate IV in Work Health and Safety

Kathryn Houghton/Kath Milne/Marius Pretorius/Ben Driehuis John Peake/John Driehuis

A long-term program designed to provide existing and new small/medium businesses with access to a range of sustainable skills sets and tools.

The program covers the development of skills in: leadership and management, project management, human resources, business development, accounting, work health and safety and professional development including Emotional Intelligence, time management and conflict resolution.

This program consists of a range of half day workshops.

Recognition towards Nationally Accredited Qualifications will be arranged through one of our industry partners



Sustainable Skills Transition & Development Centre,

Do you want a guided, longer term, solution?

Contact us to make an appointment 0400 359 054 or info@scopesa.com.au

Training & Development Schedule

Genos Ignite Corporate Program

Program Details

6 two hour Workshops Scheduled as Required Small Group - Limited to 12 Participants Cost \$2,750 per participant

Express your interest today

info@scopesa.com.au/0400 359 054 www.scopesa.com.au

Genos One On One Coaching Program

Program Details

2 two hour One On One Coaching Workshops Cost \$1,350 per participant

Express your interest today

info@scopesa.com.au/0400 359 954 www.scopesa.com.au

Kathryn Houghton

Ignite is an emotional Intelligence enhancement program for leaders at all levels. It is a personal transformation program that develops core emotional Intelligence and enhances an individual's leadership, impact, influence and resilience as a result. Implemented across a division, function, or a whole organisation, it is proven to improve productivity, collaboration, innovation, driving change, teamwork and customer service.

The Ignite Program comprises a blend of different learning experiences to produce lasting results. There are six core modules of the program. Each session, delivered in a two hour, and professionally facilitated format.

Kathryn Houghton

The management and administration of a business has become more complex requiring staff employed in these roles to widen knowledge and skills within the business.

This is a one on one personal coaching program made up of 2 individual workshops. Each workshop is over 2 hours.



Recognition towards Nationally Accredited Qualifications will be arranged through one of our industry partners



Sustainable Skills Transition & Development Centre,

Are you looking for the development of tangible sustainable skill sets?

Contact us to make an appointment 0400 359 054 or info@scopesa.com.au

Training & Development Schedule

Resilience at Work Individual R@W Scale Program

Kathryn Houghton/John Peake/John Driehuis

Program Details

Scheduled as Required Cost \$POA

Express your interest today

info@scopesa.com.au/0400 359 054 www.scopesa.com.au

The R@W Scale is a scientifically researched measure of individual workplace resilience that measures the seven components that interrelate and contribute to overall resilience.

The benefits include:

- Validated and specifically designed for the workplace
- Relates to everyday work behaviours that can be changed rather than personality factors
- Takes into account the impact of the organisational context in which people are working
- Considers management of current work challenges
- Provides a comprehensive feedback report that is easily translated into practical actions
- Places emphasis on building strengths in addition to better managing the stress and specific issues people are facing
- Provides benchmarking on the seven components of personal work resilience
- Takes a holistic approach and considers all aspects of resilience physical, cognitive, emotional and spiritual (purpose and values)
- Is quick and easy to administer, taking only 5-10 minutes to compete on-line.



Recognition towards Nationally Accredited Qualifications will be arranged through one of our industry partners



12

Sustainable Skills Transition & Development Centre,

Are you looking for the development of tangible sustainable skill sets?

Contact us to make an appointment 0400 359 054 or info@scopesa.com.au

Training & Development Schedule

Resilience at Work
Team and/or Team Leader
Program

Kathryn Houghton/John Peake/John Driehuis

Program Details

Scheduled as Required Cost \$POA

Express your interest today

info@scopesa.com.au/0400 359 054 www.scopesa.com.au



The R@W Team is the aspect of the Toolkit that measures team resilience.

It complements and builds on the R@W Scale by assessing the behaviours that create resilience in groups of people who work together.

The R@W Team incorporates aspects traditionally known as essential for teamwork but also includes elements that are emerging as important team behaviours for challenging jobs. The measure has been designed to focus on actions that can be implemented by the team itself. While group-level actions can be inhibited by external demands, both within and outside of the organisation, the premise is that teams can still create a sub-culture that contributes to resilience.

Managers and team leaders that promote and support resilience tend to engage in a number of behaviours.

- Typically they assist team members to:
- Build capacity and optimise the resources they have
- Manage the workload and any operational challenges
- Link into any support and networks available
- Anticipate, position for, and adapt to change
- Ensure work practices are sustainable from a physical and psychological wellbeing perspective.

The R@W Leader Scale assesses the extent to which managers or team leaders engage in behaviours that support resilience in the people and teams they lead. Assessments include both self-assessment (R@W Leader) and 180-degree assessments completed by the leader, and their team (R@W MyManager).

Recognition towards Nationally Accredited Qualifications will be arranged through one of our industry partners



Sustainable Skills Transition & Development Centre,

SCoPe has numerous tailored short courses available to target specific individual and organisational needs. These short courses are also designed to contribute to supporting applications for recognition of prior learning towards gaining nationally accredited qualifications.

Contact us to make an appointment 0400 359 054 or info@scopesa.com.au

Short Course Options

Leadership & Management

- Frontline Leadership
- Effective Workplace Relationships
- Leading With Emotional Intelligence
- Manage Innovation and Continuous Improvement
- Operational Planning
- Workplace Safety
- Effective People Management
- Effective Business Management
- Effective Performance Management
- People Leadership
- Strategic Leadership

Project Management

- Project Management Fundamentals
- Applied Project Management
- Project Integration & Management

Sales & Marketing

- Professional Presentations
- Analyse and Present Research Information
- Marketing a Business
- Building Client Relationships
- Selling Skills
- Managing Your Sales Team
- Marketing Fundamentals
- Strategic Marketing
- Sales Development

Business Management & Administration

- Advanced Communication
- Professional Presentations
- Analyse and Present Research Information
- Effective Business Writing
- Manage Meetings
- Business Planning
- Managing a Business
- Operating a Business
- Managing Work Priorities
- Effective Business Networking

Financial Management

- Finance Fundamentals
- Introduction To Accounting
- Managing Budgets
- Establishing MYOB Accounting Software
- Developing MYOB Accounting Software
- Establishing Xero Accounting Software
- Developing Xero Accounting Software
- Business Planning

Human Resources

- Human Resource Fundamentals
- Manage Workforce Planning
- Manage Recruitment and Selection
- Manage Workplace Diversity
- Strategic Human Resource Management
- Manage Remuneration and Benefits

Short Courses are limited to 12 participants and are scheduled according to demand and can be tailored to suit and delivered to larger groups either at our facility, alternate locations or at your organisation



Sustainable Skills Transition & Development Centre,

SCoPe has numerous tailored short courses available to target specific individual and organisational needs. These short courses are also designed to contribute to supporting applications for recognition of prior learning towards gaining nationally accredited qualifications.

Contact us to make an appointment 0400 359 054 or info@scopesa.com.au

Short Course Options

Training & Development

- Language literacy and Numeracy
- Training Fundamentals
- Train The Trainer
- Designing Training Programs
- Assessing In The Workplace
- Advanced Design and Assessment

Work Health & Safety

- WHS Systems and Processes
- Manage and Evaluate WHS Systems and Processes
- Preventing Bullying and Harassment
- Workplace Safety

Quality Management & Assurance

- Managing Operational Improvement
- Quality Management

Risk Management & Investigation

- Investigation & Management of Evidence
- Leading Investigations
- Risk Management Principles
- Workplace Investigation, Court Preparation & Presentation
- Conducting Investigations

Government

- Working In The Public Sector
- Ethics And Governance
- Public Sector Service Delivery and Communication

Short Courses are limited to 12 participants and are scheduled according to demand and can be tailored to suit and delivered to larger groups either at our facility, alternate locations or at your organisation



SCoPe has numerous tailored short courses available to target specific individual and organisational needs. These short courses are also designed to contribute to supporting applications for recognition of prior learning towards gaining nationally accredited qualifications.

Contact us to make an appointment 0400 359 054 or info@scopesa.com.au

Short Course Schedule

Project Management Fundamentals

Course Details

2 Day Course Scheduled As Required Small Group - Limited to 12 Participants Special Price \$1,328

Express your interest today

info@scopesa.com.au/0400 359 054 www.scopesa.com.au

Risk Management Principles

Course Details

2 Day Course Scheduled As Required Small Group - Limited to 12 Participants Special Price \$1,328 Express your interest today

info@scopesa.com.au/0400 359 054 www.scopesa.com.au

John Peake/John Driehuis

Project management requires a strong focus on planning, scheduling and organising resources and tasks, increasingly today's project managers also need to be able to collaborate, communicate, inspire performance, innovate and engage their project teams.

This short courses is designed to contribute to supporting applications for recognition of prior learning towards gaining nationally accredited qualifications in Project Management.

John Peake/John Driehuis

Risk management is the identification, assessment and prioritisation of risks followed by coordinated and economical application of resources to minimise, monitor, and control the probability and/or impact of unforeseen events.

Security risk management is the specific culture, processes and structures that are directed towards maximising the benefits of security in support of business objectives. Adopting a risk based approach allows agencies to prioritise activities based on the likelihood and consequence of a risk being realised, to maximise business outcomes while minimising the occurrence or effects of events that may negatively affect outcomes.

Short Courses are limited to 12 participants and are scheduled according to demand and can be tailored to suit and delivered to larger groups either at our facility, alternate locations or at your organisation



Sustainable Skills Transition & Development Centre,

SCoPe has numerous tailored short courses available to target specific individual and organisational needs. These short courses are also designed to contribute to supporting applications for recognition of prior learning towards gaining nationally accredited qualifications.

Contact us to make an appointment 0400 359 054 or info@scopesa.com.au

Short Course Schedule

Sales Development

Course Details

5 or 10 x 1/2 Day Course Scheduled As Required Available weekdays, weekends and weeknights Small Group - Limited to 12 Participants Special Price \$3,500

Express your interest today

info@scopesa.com.au/0400 359 054 www.scopesa.com.au

John Peake/John Driehuis/Kathryn Houghton

This short course aligns with the required units in the Certificate IV in Business Sales. The skill sets are portable to all industries and organisations involved in selling their products or services. It reflects the role of individuals who use well-developed business sales skills and have a broad knowledge base in a wide variety of business sales contexts. It addresses applying solutions to a defined range of unpredictable problems, and analysis and evaluation of information from a variety of sources. Individuals taking the courses may provide leadership and guidance to others or have limited responsibility for the output of others.

The short course can provide evidence towards recognition for a Nationally Accredited Qualification if required and covers key areas such as;

- Developing product knowledge
- Analysing consumer behaviour
- Building client relationships and business networks
- Identifying and planning sales prospects
- Presenting, securing and supporting sales solutions
- Applying marketing communication across a convergent
- industry
- Developing a sales plan
- Implementing a sales plan
- Leading and managing a sales team
- Implementing and monitoring environmentally sustainable work practices

Short Courses are limited to 12 participants and are scheduled according to demand and can be tailored to suit and delivered to larger groups either at our facility, alternate locations or at your organisation



Sustainable Skills Transition & Development Centre,

SCoPe has numerous tailored short courses available to target specific individual and organisational needs. These short courses are also designed to contribute to supporting applications for recognition of prior learning towards gaining nationally accredited qualifications.

Contact us to make an appointment 0400 359 054 or info@scopesa.com.au

Short Course Schedule

MYOB Fundamentals

Course Details

2 Day Course

Scheduled As Required

Small Group - Limited to 12 Participants

Special Price \$1,078

Express your interest today

info@scopesa.com.au/0400 359 054

www.scopesa.com.au

MYOB Advanced

Course Details

2 Day Course

Scheduled As Required

Small Group - Limited to 12 Participants

Special Price \$1,078

Express your interest today

info@scopesa.com.au/0400 359 054

www.scopesa.com.au

Xero Fundamentals

Course Details

2 Day Course

Scheduled As Required

Small Group - Limited to 12 Participants

Special Price \$1,078

Book Early

info@scopesa.com.au/0400 359 054

www.scopesa.com.au

Xero Advanced

Course Details

2 Day Course

Scheduled As Required

Small Group - Limited to 12 Participants

Special Price \$1,078

Express your interest today

info@scopesa.com.au/0400 359 054

www.scopesa.com.au





Short Courses are limited to 12 participants and are scheduled according to demand and can be tailored to suit and delivered to larger groups either at our facility, alternate locations or at your organisation



Sustainable Skills Transition & Development Centre,

Workshops

SCoPe has numerous tailored workshops available to target specific individual and organisational needs. These workshops are also designed to contribute to supporting applications for recognition of prior learning towards gaining nationally accredited qualifications

Contact us to make an appointment 0400 359 054 or info@scopesa.com.au

Workshop Options

Α	hi	ler	ie l	Pa	rad	OX

- · Advanced Presentation Skills
- · Advanced Training Skills
- · Assertiveness Techniques
- · Building Personal Resilience
- · Building Team Performance
- · Business Development
- · Business Management
- · Business of Paradigms
- · Business Plan Development
- · Change Management
- · Coaching and Mentoring
- · Conducting Investigations
- · Conflict Resolution
- · Contract Management
- · Contribute to Organisation Design
- · Contribute to Organisation Development
- · Critical Thinking and Problem Solving

- · Customer Service
- · Decision Making
- Delegation
- · Developing 21st Century Leaders
- · Developing a Business Case
- · Developing Employee Value Propositions
- · Difficult Behaviours
- · DiSC Personality Profiling
- · Effective Communication
- · Entrepreneurship
- · Ethics
- · Feedback
- · Fish! Philosophy / LeaderFISH!
- · Gender and Management
- · Generational Leadership
- · Generational Management
- · Genos Emotional Intelligence
- · Group Dynamics
- · Groupthink

Workshops are scheduled according to demand and can be tailored to suit and delivered to larger groups either at our facility, alternate locations or at your organisation

Workshops vary in duration and are designed to equip individuals and organisations with sustainable skills sets and tools.



Sustainable Skills Transition & Development Centre,

Workshops

SCoPe has numerous tailored workshops available to target specific individual and organisational needs. These workshops are also designed to contribute to supporting applications for recognition of prior learning towards gaining nationally accredited qualifications

Contact us to make an appointment 0400 359 054 or info@scopesa.com.au

Workshop Options

- · Human Resource Management
- · Implementing Innovation and Continuous Improvement
- · Influencing Change
- · Key Account Management
- · Leadership Styles
- · Manage Business Operations
- · Managing Social Media
- · Managing Termination and Separation
- Motivation
- · Myers Briggs Profiling
- · Negotiation Skills
- · Organisational Culture
- · Organisational Development
- · Performance Management
- · Preventing Bullying and Harassment
- · Project Management Tools
- · Public Sector Service Delivery and Communication
- · Quality Management

- · Red Bead Game
- · Report Writing
- · Resilience@Work
- · Risk Management
- · Sales Fundamentals
- · Setting Objectives
- · Skills and Attributes of Managers
- · Strategic Planning and Management
- · Supervision Fundamentals
- Sustainability
- · Team Effectiveness
- · Time Management
- · Training Needs Analysis
- · Unorganised Manager
- · Who Moved My Cheese?
- · Workforce Relations
- · Workplace Investigation and Court Preparation
- · Would I Follow Me?

Workshops are scheduled according to demand and can be tailored to suit and delivered to larger groups either at our facility, alternate locations or at your organisation

Workshops vary in duration and are designed to equip individuals and organisations with sustainable skills sets and tools.



Sustainable Skills Transition & Development Centre,

Workshops

SCoPe has numerous tailored workshops available to target specific individual and organisational needs. These workshops are also designed to contribute to supporting applications for recognition of prior learning towards gaining nationally accredited qualifications

Contact us to make an appointment 0400 359 054 or info@scopesa.com.au

Workshop Schedule

Understanding Your Personality Type With Myers Briggs

Kathryn Houghton

Course Details

1/2 Day Workshop Scheduled As Required Small Group - Limited to 12 Participants Special Price \$337

Express your interest today

info@scopesa.com.au/0400 359 054 www.scopesa.com.au



Workforce Development Fundamentals

Kathryn Houghton/John Driehuis

Course Details

1/2 Day Workshop Scheduled As Required Small Group - Limited to 12 Participants Special Price \$325 Express your interest today

info@scopesa.com.au/0400 359 054

www.scopesa.com.au

Leadership Styles

John Peake/John Driehuis

Course Details

1/2 Day Workshop Scheduled As Required Small Group - Limited to 12 Participants Special Price \$325

Book Early

info@scopesa.com.au/0400 359 054 www.scopesa.com.au

/2 Day Workshop cheduled As Required

Workshops are scheduled according to demand and can be tailored to suit and delivered to larger groups either at our facility, alternate locations or at your organisation

Workshops vary in duration and are designed to equip individuals and organisations with sustainable skills sets and tools.



Sustainable Skills Transition & Development Centre,

Consultants/Facilitators

Contact us to make an appointment 0400 359 054 or info@scopesa.com.au

John Driehuis



John has a range qualifications in leadership, training, HR, WHS, Risk, project and program management and extensive experience working across project management, business innovation and improvement, development culture and change. John has established organisations from 'the ground up' and he has extensive experience in change management including culture development, design and review of systems, policies and procedures John brings his business acumen into every engagement. John has managed complex multi-million dollar integrated projects and he is actively involved in several professional networks including mentoring several general and project managers within a range of industries. His vocational training ability covers the full range of his qualifications plus specialisations such a GreenSmart Professional Accreditation, Resilience at Work, Disc Profiling and Genos Emotional Intelligence Development

Kathryn Houghton



Kathryn has qualifications in management and over 30 years' experience working across engineering, management, business innovation and improvement, training, leadership development culture and change in Australia and overseas, she brings her business experience into every coaching and organisational development engagement. This experience enables her to understand the challenges faced by leaders at all levels of the organisation. For the past 8 years Kathryn has been managing an organisational development consultancy and also delivering accredited training for a number of RTO's. Her areas of expertise include organisational cultural change and leadership development using the Human Synergistics tools, Resilience at Work, DiSC and GENOS, coaching staff in behavioural change, personality profiling using MBTI and DiSC, teambuilding and general corporate skills training in a range of soft skills areas

John Peake



John has an academic background in Executive Leadership, Public Policy and Education, he brings a disciplined and reflective focus to his service capabilities. He has extensive experience in program design, implementation and presentation in a diverse range of setting and organisations. Accordingly, he has undertaken and managed a number of challenging continuous improvement and change management projects. He regularly facilitates management and leadership programs at higher education (including Master of Business Administration, Master of Project Management and Master of Management) and VET levels locally, nationally, and internationally through face-to-face and online processes. John is accredited in GENOS Emotional Intelligence development, Resilience at Work and DiSC Personality Profiling.

Ben Driehuis



Ben has a range of IT qualifications in systems analysis and design, software development, multimedia and training. He also has extensive experience in managing IT projects, business innovation and improvement. Ben has worked as a programmer on several globally recognised games and is highly respected within his industry. He has a passion for innovation and developing skills in others. Ben has over 10 years of experience in games development, having shipped games on most of the major game development platforms. Ben has worked on both top end AAA projects with budgets in excess of 100 million dollars as well as small budget independent games. He works closely with the end user and is dedicated to delivering quality outcomes in every project he undertakes.

Our consultancy team is highly qualified and extensively experienced. Please contact us to engage their services.



Sustainable Skills Transition & Development Centre,

Consultants/Facilitators

Contact us to make an appointment 0400 359 054 or info@scopesa.com.au

Gail Glastonbury



Gail works co-creatively with clients, practitioners, and educators towards clearly defined goals. Her intimate knowledge of human nature and it's vast landscape, provides an opportunity to directly access vital information to help understand any blocks, patterns, beliefs or habits that may be denying a naturally healthy state of being. She is a naturally intuitive person, who instinctively makes her clients at ease with her gentle and personable approach. Many practitioners, therapists, doctors and nutritionists have referred their clients to Gail to help them gain access to information that may assist their healing process. She has also collaborated with Business Owners to provide support to their staff's Wellbeing.

Greg Clothier



Greg has been a Board member of GMUSG for 13 years and Chairman for the past 6 years. Greg is the currently Director of Clothier Consulting and has worked in the Upper Spencer Gulf for 30 years in varying management roles including consulting on Business management systems within the resource sector. Greg has an in-depth knowledge of ISO standards and installs and audits same. Greg has installed ISO, Integrated Management Systems for organisations in South Australia and the NT. Additionally, Greg works with JWPM as their Integrated Management System advisor and is contracted to provide business management strategy to Assured Home Care, specialising in disability and aged care. Greg is a highly skilled networker and very well connected in industry, government and business owners.

Our consultancy team is highly qualified and extensively experienced. Please contact us to engage their services.



0400 359 054

ABOUT SCoPe

Sustainability Community of Practice and Education (SCoPe) was launched in 2013 and operated under the auspices of UNESCO-APNIEVE up until July 2016 when it became a private organisation. Its purpose is to partner with education, community, industry and government to develop sustainable skills sets and promote sustainable and innovative initiatives.

SCoPe is a private 'profit for purpose' organisation funded through its networks and sustainable community partners. It facilitates workshops, programs and courses through these partnerships in a variety of areas including: personal development; leadership; management; human resourcing; marketing; project management; training; work health and safety and in several other disciplines with national accredited qualifications through associated industry partners.

It is committed to promoting innovative sustainable initiatives and best practice. SCoPe's Sustainable Skills Transition and Development Centre provides access to a range of workshops, programs and courses. Its profits are recycled into its commitment to developing the skills for individuals, businesses and communities to transition to a more sustainable future.

Our focus is: embedding Education for Sustainability into the learning environment; promoting innovative thinking; and developing a mindset which supports **Corporate Social Responsibility.**

SCoPe IDEALS

Integrity - Maintaining our professionalism under pressure

Diversity - Expanding our expertise and core business scope

Equitability - Building and fostering 'Win Win Win' relationships

Accountability - Taking responsibility for our actions and quality of work

Legality - Abiding by all required legal obligations

Sustainability - Stepping lightly on our natural and social environment



Becoming a SCoPe Partner

SCoPe is a private 'profit for purpose' organisation and relies on its supporting partners through;

Donations Sponsorships Supporting Partner Contributions Facilities Hire Events and Activities Personal, Professional and Corporate Training & Development

The partnership works together to achieve common purpose and includes many mutually beneficial opportunities.

SCoPe aligns itself with its supporting partners to promote, facilitate and/or deliver an extensive range of personal, professional and corporate development initiatives including recognition of prior learning, nationally accredited training, programs, short courses and workshops.

SCoPe is actively involved and committed to promoting Innovation, Sustainability and Corporate Social Responsibility, holding several events and activities throughout the year.

SCoPe provides an opportunity to build a like-minded community to allow the cross pollination of ideas and opportunities.

We are extremely grateful for the contributions from our community of practice and their involvement in the development of SCoPe

Annual Supporting Partner Contributions start from \$110 for individuals and \$550 for businesses /organisations If you would like to become a SCoPe Partner Please contact John Driehuis johndriehuis@scopesa.com.au



Where To Find Us

Sustainability Community of Practice and Education (SCoPe) Sustainable Skills Transition & Development Centre Mawson Lakes, South Australia, 5095

PO Box 204, Dry Creek, South Australia, 5094

www.scopesa.com.au

info@scopesa.com.au

0400 359 054

