

# Rapid Learning Sessions

## Project Fundamentals

**Focus:** Initiating a Project

**Overview:** This seminar will introduce participants to the project initiation phase, emphasizing that the process and documentation can vary across organizations. It will cover the importance of establishing clear governance at the outset, using the RACI/RASCI matrix, and explore common governance models. Participants will learn to use a Scoping Document to outline project details, noting that this document is often updated after the planning stage.

**Facilitator:** Jo Bradshaw

## Conflict Resolution

**Focus:** Identifying and Understanding Conflict

**Overview:** This seminar will explore the nature of conflict in the workplace, emphasizing that while healthy conflict can foster innovation and creativity, mismanaged conflict can lead to negative outcomes like poor team dynamics, increased turnover, and stress. Participants will learn to identify early signs of conflict, such as body language changes, cliques forming, and increased absenteeism, based on a framework from the National Centre for Diversity. Additionally, the session will delve into the levels of conflict escalation, from discomfort to potential crises.

**Facilitator:** Jo Bradshaw

## Finance

**Focus:** Accounting Principles and Terms

**Overview:** This seminar will introduce participants to the role of financials in driving business strategy, emphasizing that financial outcomes are the result of careful planning and decision-making. The session will explore how vision and mission set the direction for an organization, helping to break down the fear some may have around numbers by presenting them as a different perspective on business performance. Basic accounting principles such as “Going Concern” and “Matching Principle” will be introduced, along with a tool designed to apply these concepts in real-world scenarios. Participants will also gain an understanding of key accounting terms and rules, helping them to demystify financials.

**Facilitator:** Matt Combey

# Rapid Learning Sessions

## Change Management

**Focus:** Creating a Culture of Change

**Overview:** This seminar will introduce the concepts of organizational change and emphasizes the importance of building a change-agile culture to manage the constant shifts in today's workplace. Participants will explore Bridges' Transition Model, recognizing that individuals process change at different rates, and learn to identify their own predispositions toward change. The Janssen Four Room Model will also be discussed to help leaders understand how team members cope with change. These tools will help participants assess their organization's agility and to develop strategies for leading change.

**Facilitator:** Matt Combey

## Emotional Intelligence

**Focus:** The Emotional Brain

**Overview:** This seminar will introduce the concept of Emotional Intelligence (EI), the set of abilities related to understanding, expressing, and managing emotions in oneself and others. Participants will explore how these emotional abilities impact workplace performance, decision-making, and leadership. The session covers key emotional competencies such as self-awareness, awareness of others, authenticity, emotional reasoning, self-management, and positive influence. The session will also explain how emotions affect decision-making and performance, highlighting the importance of creating a pause between emotional reactions and cognitive responses.

**Facilitator:** Joanne Marriott

## WHS Fundamentals

**Focus:** Workplace Incidents

**Overview:** This seminar will cover workplace incidents and emphasize the importance of understanding the causes and costs associated with them. Participants will explore how incidents, including accidents and near misses, can have significant direct and indirect costs for organizations. The facilitator will also cover key concepts such as notifiable incidents, incident causation, and the importance of effective risk control measures to prevent incidents.

**Facilitator:** Rohan Ardan

# Rapid Learning Sessions

## AI Play

**Focus:** AI Play – Unlock the Power of Generative AI

**Overview:** Navigating the expansive world of Generative AI can be daunting, especially for first-time or low use users. AI Play is your fast-tracked, 60-minute live online session designed to demystify Generative AI tools like ChatGPT in a safe, facilitated environment.

Crafted for individuals who seek a direct, no-nonsense approach to learning, AI Play is not just a learning session; it's a hands-on experience that brings Generative AI to life. This session offers a unique, interactive approach that makes mastering AI tools both engaging and effective. Participants will gain skills and a deeper understanding of Generative AI that can be applied immediately.

**Facilitator:** Julie Boulter

## Ethics for Healthcare Professionals

**Focus:** Keeping up-to-date on healthcare ethics

**Overview:** This seminar will introduce participants to ethical issues of emerging and ongoing concern in healthcare practice. It will consider data privacy and patient confidentiality with regards to electronic medical records and AI practice software, as well as changes to access to assisted reproduction, voluntary assisted dying, and medical research participation.

**Facilitator:** Evie Kendal

