



GROW



Generating Regionally Outstanding Women

Tocal

COLLEGE

REGISTERED TRAINING ORGANISATION 91166



Department of
Primary Industries



A professional development program for women in agricultural industries who manage or would like to manage a business, a farm, or otherwise.

This program will be managed and delivered by House Paddock Training and Consulting and administered by Registered Training Organisation, Tocal college. The project is being made possible with support of AgSkilled™, a Smart and Skilled training funding for grains, cotton, production horticulture, viticulture and rice industries. It is aimed at business owners, managers and emerging managers, with a minimum of 5 years' experience in business.

Aim

The program aims to develop personal and business risk management skills of women in rural industry to help them better manage themselves and their business. The three topics covered by the program are:

- Personal development: communication and networking, organization, time management and leadership
- Staff management
- Work health and safety

Do I qualify?

Grow is a program designed for women who have had a minimum of 5 years working experience and have management delegation in a business to make changes to the WHS and HR Systems. During the WHS and HR workshops, we will discuss and work on material from your own business – as a result, access and delegation to make changes to your system is essential to get maximum benefits out of the program.

Furthermore, it is a requirement of funding that we can demonstrate a genuine involvement in the Cotton, Rice, Grains, Production Horticulture or Viticulture industry. All components of GROW can be completed independently so if you don't qualify for the program, you can enquire about other options.

Structure & Content

The structure is 2, one day face-to-face workshops 4 months apart, with webinars and workplace-based exercises in between. The expectation is participants will attend both workshops and either attend webinars as they are live streamed or watch in their own time. It is expected that 2-3 hours per week will be required to stay on track with the content.

The course structure and corresponding units of competency are below:

Workshop one - Personal development, communication and leadership.

One-day workshop + webinars

Units of Competency:

BSBTWK401 Build and maintain business relationships

BSBPEF402 Develop personal work priorities

DISC® Behavioural Profiling will be used to support the understanding and delivery of the following topics

- Personal and business goal setting
- Personal performance management and professional development
- Time management, Organisation & Work life balance
- Communication, Negotiation Networking skills
- Team work and conflict management
- Leadership

This workshop starts by looking at the behavioral preferencing tool DISC to give participants an insight into how they prefer to behave, communicate and develop relationships. Goal setting, planning, time management and organisation is the next topic on the agenda with a discussion around valuable, usable tools to make the best use of your time. Networking, communication basics, conflict management and difficult conversations are the topics of the webinars that follow.

Workshop two is ONLINE delivery on Work Health and Safety

A series of webinars including SafeWork NSW representative as guests.

Units of competency:

AHCWHS401 Maintain work, health, and safety processes.

BSBWHS411 Implement and monitor WHS policies, procedures and programs to meet legislative requirements.

WHS Legislation, getting it right:

- The paper trail
- Safe systems of work
- Making your workplace safe
- Consulting your team

Workshop three - Industrial relations and Staff Management

Webinars + a one-day workshop including guest speaker from NSW Farmers Industrial relations team.

Units of Competency

AHCBUS511 Manage enterprise staff requirements

AHCWRK403 Supervise work routines and staff development

- Meeting your legal requirement
- Records and processes
- Managing staff performance
- Recruitment and induction
- Dealing with difficult situations and conflict
- Termination and ending employment

Do I have to do it ALL? Or can I pick and choose what I like?

We expect people who sign up to the program to commit to completing all three workshops and the assessments along the way. Provisions will be made for extreme circumstances but thank you for acknowledging that signing up means you are interested in completing the **full program**, and gaining the units of competency that the work is aligned to.

Assessment

This training is aligned to nationally recognised units of competence and can contribute to a Diploma of Agriculture or Agribusiness Management. To successfully complete these units, assessment tasks will need to be completed. These will be done during class time and back in your workplace -with plenty of support and mentoring from the trainers (we won't let it be stressful!)

Examples of assessment tasks will include (but are not limited to):

- Personal planning tools, time management tools, personal goal/value statements
- Development, implementation and/or review of a Work health and safety system for your business
- Development, implementation and/or review of staff management system for your business
- In addition, skills and knowledge will be validated by a business partner, employer or colleague through third party reports

Resources and methods of delivery

Participants will be provided with a host of industry resources as well as course notes throughout the duration of the course. The course is delivered in an interactive class room style environment.

Cost

The training will be funded through the AgSkilled project at nil cost to eligible applicants.

Quotes from previous course participants

"I have just done the first part of the GROW course in Narromine. It has been one of those OMG courses where you walk out with so much enthusiasm. So many ways to improve both my business and personal life. I feel really privileged to have had the opportunity to attend this course. There is precourse work which concerned me as I, like most, have many balls in the air. When I had completed the precourse work I was really excited as I had already highlighted areas of improvement."

VICKI TUCK, Cotton and grain grower, Narromine

"A wonderful couple of days of personal growth, hanging with a very cool group of chicks and learning how to get things done so you can enjoy the stuff that matters...."

MAXINE ARTHUR, Cotton and grain grower, Boomi

"Sure a great opportunity to broaden your own skills and develop your own business. I would highly recommend it to anyone – you think you don't have time and can't afford to do it – when really, you can't afford NOT to do it!"

MEGAN ADAMS, Agronomist & producer, Moree

“The course has been very engaging and informative. It has given me the skills and motivation to make changes in the workplace and on the family farm. The course allows enough time for open discussion for effective learning.”

PETA CARRIGAN, CFO and Producer, Boomi

“This course made me bite the bullet and actually make a good start on what I thought was going to be an enormous job. The whole experience engaging and made me WANT to do this stuff. I’m now keen to keep improving on what I have started.”

TORI WOODS, Producer, North Star

“Fantastic course, really well put together. Some vast amounts of information covered in a way that I could relate it back to my business. Thank you for the opportunity, I feel like I am moving forward in a positive direction. Thank you also for helping me to connect with so many amazing women.”

FIONA JOHNSON, Producer, Breeza

“Of all the training I have done, this has hands down been the most valuable use of my time and to our business. What could have been really dry content, the way it was delivered made you wanting more. I almost peed my pants waiting for lunch break as I didn’t want to miss a thing.”

ROBYN BUERCKNER, Producer, Lockhart

“The planning, organisation, presentations and rapport with students is exceptional. It took some difficult subjects and made them tangible and applicable – demystifying challenging issues and inspiring everyone to make change in their work and lives.”

KYLIE DUNSTAN, Farmlink, Temora

