



**RURAL WOMEN'S MANAGEMENT PROGRAM**

# **STUDENT INFORMATION**

GROW is a professional development program for women in farming businesses. We are proud to have had over 500 women have completed the program over the last 6 years and to have a program that has grown and evolved to continually deliver a meaningful, relevant learning experience for participants.

This program is managed and delivered by House Paddock Training and Consulting and administered by Registered Training Organisation, Tocal College (RTO 91166). It is aimed at business owners, managers and emerging managers, with a minimum of 5 years' experience in business.

## Aim

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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
- Team and Staff management
- Work health and safety

## Do I qualify?

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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 farming business – as a result, access and delegation to make changes to your system is essential to get maximum benefits out of the program.

## Assessment

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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 too stressful!)

Examples of assessment task 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

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Participants will be provided with a host of industry resources as well as course notes throughout the duration of the course. These are presented in an online portal called canvas. The course is delivered in an interactive online environment. A personal computer, Internet connection and a reasonable level of computer literacy is required.

## Time Commitment

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The program will include 14 webinars, delivered on zoom Monday Morning between late February and June. While it will be ideal to dial in live to these sessions, they will be recorded to be watched at a later date. To watch the webinars and complete the work-relevant assessment tasks (for example personal and business planning, HR & WHS documentation), we suggest you allow between 3-4 hours per week.

## Cost

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The training will be funded through the NSW DPI Farm Business Resilience Project with no cost for eligible farm business owners and managers in NSW. Please contact us if you are concerned about eligibility and to discuss alternate options.

## Structure & Content

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The course structure and corresponding units of competency are below:

### **Module 1 - Personal development, communication and leadership**

Units of Competency:

- BSBLDR411 Demonstrate Leadership in the workplace
- BSBPEF402 develop personal work priorities
- BSBCMM412 lead difficult conversations

This module covers the following topics

- Personal and business goal setting
- Personal performance management and professional development
- Time management, Organisation & Work life balance
- Communication, Negotiation Networking skills
- Leadership
- Dealing with difficult situations and conflict
- Having difficult conversations in the workplace

This module 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.

### **Module 2 – Staff management and WHS**

A series of webinars including SafeWork NSW representative as guests.

Units of competency:

- AHCWHS402 maintain work health and safety processes
- BSBWHS411 implement and monitor WHS policies procedures and programs
- AHCWRK409 supervise work routines and staff performance

Content covered

- Workforce planning
- Managing staff performance
- Recruitment and induction
- WHS Legislation requirements including the paper trail
- Induction, training and emergency planning
- Making your workplace safe
- Consulting your team

## **Do I have to do it ALL? Or can I pick and choose what I like? And do I have to do the assessments?**

We expect people who sign up to the program to commit to completing both components 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.

In addition, this program is funded as accredited training which includes completing assessments. We have worked hard to ensure the assessments bring value to your business and consolidate your learning. Assessments are not optional. To progress to module 2, all assessments from module 1 must be complete.

## **More information?**

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Read the quotes from previous participants below!

Still have some have some questions?

Email Program Manager Heidi Smith at [glenogan@gmail.com](mailto:glenogan@gmail.com) with any questions.

## **Sound like this course is for you and keen to sign up?**

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Complete this form and join our program!

[CLICK HERE TO JOIN GROW!](#)

## Quotes from previous course participants

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*"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 pre-course work which concerned me as I, like most, have many balls in the air. When I had completed the pre-course work I was really excited as I had already highlighted areas of improvement."*

VICKI TUCK, Cotton and grain grower, Narromine

*"A wonderful course of personal and business 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

*"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

