

TRAINING FOR BUSINESS AND HR PROFESSIONALS

We all deserve to be part of a high-performing team





Professional development is integral to the success of any organisation; it creates a more positive work culture and better business results overall.

IGNITE YOUR TEAM'S SUCCESS

Powered by the Australian HR Institute (AHRI), Ignition Training aims to build business-critical skills and knowledge for new and emerging managers or team leaders.

From private and public sector companies to not-for-profit businesses, Ignition Training works with organisations to deliver customised training solutions that match their needs.

We deliver over 400 corporate training programs nationwide per year, drawing from a range of 50 HR, management and business skills courses, 100+ elearning modules and self-contained training toolkits.

We can also support your organisation through tenders, Requests for Quotations (RFQs) and consulting services.

Cultivating leadership and management, managing performance, creating high-performing teams and ensuring legislative compliance are some of the critical areas of training we deliver.

AHRI's expert project management and customer service delivery is drawn from over 75 years of experience in providing specialist training and professional development, ensuring we have training methods that align to your organisation.

Whether you're a not-for-profit, government or private organisation, Ignition Training has a team training solution that is business-focused and professional.

GROUP TRAINING NEEDS ANALYSIS (TNA)

A Training Needs Analysis (TNA) tool can assess your HR team's skills and benchmark their capabilities and behaviours against the AHRI Model of Excellence.

The TNA group assessment will assess your team's current skills and capabilities and identify an analytical road map for further development.

Underpinned by AHRI's globally-benchmarked Model of Excellence, your employees will receive a series of questions designed to help you make an informed, strategic decision on the training needs of your team. On completion of the individual self-assessment, your organisation will receive an aggregated group report with insights and a recommended professional development plan.

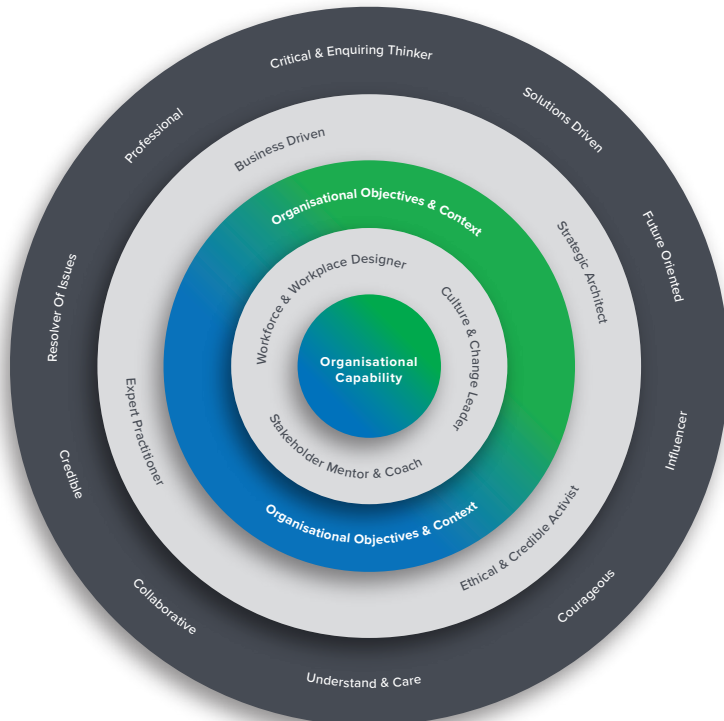
A group TNA is suitable for mid-to-large organisations and is designed to save valuable time and shape the development of your teams, resulting in greater team and individual capability. The TNA creates a comprehensive learning and development plan based on current skill sets and provides recommendations that drive organisational strategy.

AHRI MODEL OF EXCELLENCE

The AHRI Model of Excellence is a graphic representation of what HR practitioners should know, what they are expected to do, and what their employer expects them to demonstrate, in terms of behaviours and capabilities.

The seven behaviours and capabilities today's HR practitioners require are:

1. Business driven
2. Strategic architect
3. Ethical and credible activist
4. Expert practitioner
5. Workforce and workplace designer
6. Culture and change leader
7. Stakeholder mentor and coach



IN-HOUSE TRAINING

Teams that train together receive the benefit of ongoing interaction and a consistency in knowledge, providing a tangible return well beyond the training.

With over 50 courses across HR, business, leadership and management, we can deliver customised options or off the shelf training solutions to meet the needs of your organisation. Programs are offered nationally for in-house delivery, ranging from half-day to two-day formats.

Our clients include small to large size leading public, private and not-for-profit organisations.

EXPLORE OUR HR COURSES

From recruitment to talent management, workplace health and safety to workforce analytics, our courses in HR span the entire employment lifecycle.

COURSE NAME	DURATION
Advanced organisational design	1 day
Attracting and retaining talent	1 day
Bullying and harassment UPDATED	3.5 hours
Change management	1 day
Conflict and mediation	2 days
Contact officer training NEW	3.5 hours
Flexibility at work NEW	3 hours
HR strategy planning	1 day
HR to organisational development	1 day
Internal HR consulting	2 days
Investigating workplace misconduct	1 day
Managing unconscious bias UPDATED	3.5 hours
Mentoring at work	1 day
Strategic workforce planning	2 days
Workforce analytics	1 day
Workplace ethics NEW	1 day
Workplace health and safety	1 day
Workforce metrics	1 day

DISCOVER BUSINESS SKILLS COURSES

Gain new skills, develop strategies and practical information to take back to your workplace to achieve business success.

COURSE NAME	DURATION
Applied emotional intelligence NEW	1 day
Behavioural interviewing skills	3 hours
Business and professional writing	1 day
Communicating effectively	3 hours
Customer service excellence	1 day
Effective internal consulting	2 days
Having difficult conversations	1 day
Mindfulness – mental health at work	3 hours
Project management fundamentals	1 day

LEARN LEADERSHIP AND MANAGEMENT SKILLS

In any management position, it is vital that you have great people-management skills and know how to influence the success and direction of your team to become high-performing.

COURSE NAME	DURATION
Building resilience	3 hours
Coaching your team for success	1 day
Conflict management	1 day
Creating high performing teams	2 days
Emotionally intelligent leadership	2 days
Influencing and negotiating skills NEW	1 day
Interviewing skills for line managers	1 day
Leadership and management essentials	2 days
Leading through change	1 day
Managing performance	3 hours
Managing virtual teams NEW	3 hours
Mastering self-leadership	1 day
Mentoring at work	1 day
Presenting with impact	1 day

GROW YOUR TEAM'S HR KNOWLEDGE

BSB41015 Certificate IV in HR

At a glance:

- No prerequisites
 - Groups of 8-20
 - Six or 12-month study options
 - Distance and workshop delivery options available
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As a business leader, the ability to manage your people is key. The BSB41015 Certificate IV in HR formal education program is designed to strengthen the capability of your organisation's HR function with confidence.

Gain a deeper understanding of the role HR plays in supporting your business strategy.

Be aware of key workplace legislation requirements as they relate to the employment lifecycle.

Learn about the responsibilities and liabilities of management ensuring a safe and healthy work environment.

Measure the value and return-on-investment of HR interventions and how they contribute to your business's bottom line.

AHRI's Practising Certification Program

For your experienced, specialist HR team members, the AHRI Practising Certification (APC) Program is the next step in their career.



NATIONALLY RECOGNISED
TRAINING

AHRI ORGANISATION MEMBERS RECEIVE UNIQUE BENEFITS

AHRI Organisation Membership offers you access to our extensive portfolio of resources, services, programs and events to support your team's career development.

We appreciate every organisation is unique and work with you to create a tailored package that meets your specific business needs and strategic goals.

Enjoy exclusive membership benefits, including:

- Corporate in-house training rates
- Group rates for events (for 5+) including the annual AHRI National Convention & Exhibition
- Group elearning rates
- Employee savings for professional development
- Discounts for additional linked members
- Transferable membership if linked members leave
- One individual (principal) membership included for free

For more information contact our organisation membership team:

T: 1300 239 978

E: organisationmember@ahri.com.au

The principal and any additional linked member will have access to an AHRI Individual Membership and benefits include:

- HRM 12-month Magazine subscription
- AHRI:ASSIST online resource portal
- AHRI ProCover, professional indemnity insurance (for professional members only)
- Mentoring program

TRAINING TOOLKITS: THE PERFECT DIY SOLUTION

Designed to improve the performance of your team, our DIY toolkits are an easy way to access learning material where, when and how you need it.

At a glance:

- Content for half-day workshops
 - Cost-effective way to upskill your team
 - Suitable for NFPs and organisations with multiple sites and locations
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Our training toolkits are a convenient solution, so you can deliver workshops consistently across your organisation.

Toolkits contain materials for half-day workshops to run internally with your team. The kit includes a course agenda, participant workbook, presentation slides and step-by-step facilitator guide.

AVAILABLE TOOLKITS	DURATION
Behavioural interviewing skills	3 hours
Building resilience	3 hours
Communication effectively	3.5 hours
Flexibility at work NEW	3 hours
Managing performance	3 hours
Managing unconscious bias UPDATED	3.5 hours

ELEARNING: ONLINE SOLUTIONS FOR TEAM TRAINING

At a glance:

- Available on most devices, anywhere, anytime
- 100 self-paced modules ready for immediate delivery
- Latest information on legislative and compliance requirements
- Dedicated Account Manager
- Access is valid for 12 months
- Corporate package rates available

For elearning enquiries please contact:

E: elearning@ignitiontraining.com.au

An easy, cost-effective and convenient online solution that everyone can use across the organisation to ensure:

- **Compliance:** modules to understand legal obligations
- **Efficiency:** modules are consolidated into one platform making it easier to use
- **Effectiveness:** help ease workloads for your teams as each module takes 30 minutes to complete.

Looking for a tailored solution? Our Corporate Packages include:

- Corporate in-house training
- elearning
- Formal Education programs
- Group event tickets
- Mentoring program

IGNITE SUCCESS FOR YOUR ORGANISATION

CONTACT US

Visit ignitiontraining.com.au to find out more
Or contact our Corporate Accounts Team on 1300 239 978

General enquiries: customlearning@ignitiontraining.com.au

