

# Developing and Mentoring Staff

<b>Course Name</b>	<b>TAESS00017 Workplace Supervisor</b>
<b>Eligibility</b>	Aged 17 – 24; Jobseekers (any age); or working part-time (any age – working 35 hours or less) and must be an Australian Resident or Permanent Resident
<b>Fees &amp; Charges</b>	<b>FREE TRAINING:</b> This course is fully funded by the JOBTRAINER Program.
<b>Program Description</b>	<p>Program is designed to provide supervisors of staff (team leaders) with specific skills and knowledge to assist their fellow workers to develop skills to meet their job requirements.</p> <p><i>You will learn how to teach a fellow worker a job task, how to use a checklist which a Training Organisation may provide to you as a Supervisor to gather evidence of your fellow workers capabilities in doing that task, how to develop and implement a mentoring program for a fellow worker to assist them in reaching their goals within your industry.</i></p> <p>The program includes the following:</p> <ul style="list-style-type: none"> <li>• Pre-Course program provided using an online platform to assist with providing knowledge prior to commencement of workshop sessions. This pre-course is supported by a Zoom session to assist students in commencing the program.</li> <li>• <b>3 day workshop</b> and then requires students to gather workplace evidence using provided assessment tools. To gather the evidence required WANT Training Services estimates it will take an additional 3-4 months due to the implementation of the mentor program required by the TAEDEL404 Mentor in the Workplace. Support is provided during this time by the WANT Training Services Trainer</li> </ul> <p>The outcome of this program includes the issuance of the following nationally recognised units of competency:</p> <ul style="list-style-type: none"> <li>• TAEASS301 Contribute to assessment <i>Students learn to recognise what competency is and determine if the person they are supervising is competent or are there areas that could be worked on to develop their skills and knowledge.</i></li> <li>• TAEDEL301 Provide work skill instruction <i>This is a practical session where learners will practice training a skill and then apply those skills in the workplace for the assessment</i></li> <li>• TAEDEL404 Mentor in the workplace <i>Students learn how to assist others to reflect on their workplace performance, identify goals for development, plan how to achieve those goals, and work toward them.</i></li> </ul> <p><b>Workshop Location: The Harrison Room, GTNT Training, 37 Woods Street, Darwin</b></p> <p>Enrol by emailing <a href="mailto:training@wantts.com.au">training@wantts.com.au</a> or calling Sharon Stewart 0421047722 to discuss program further. <b>Enrolments commence</b> 1<sup>st</sup> March 2021 – <b>Course date: 18, 19 &amp; 20 May 2021</b></p>
<b>Course Times</b>	The face-to-face workshops will run from 9am till 4.00pm each day
<b>Commitment</b>	<p>Self-paced learning is required prior to attending the workshop</p> <p>Providing skills training to staff members and gathering evidence of their abilities using provided checklists.</p> <p>Development and implementation of a mentoring plan once the workshops have been completed.</p> <p>Additional assessments are completed in our work time this includes theory assessment</p> <p>Deliver training and gather assessment evidence under the direct observation of the WANT TS Assessor (Sharon Stewart).</p>
<b>Resource /equipment requirements</b>	Students must have access to a computer and the internet to complete the e-learning component, all other resources are provided by WANT Training Services.