PEOPLE MANAGEMENT SKILLS PROGRAM

COHORT 6 – SPRING 2023

Enrolment Instructions

ENROLMENT

Prior to enrolling in the program discuss with your manager:

- Program requirements and session dates
- Opportunity to undertake professional development during work hours

Process for requesting enrolment

1. Log in to My Health Learning with your Stafflink ID.
2. In the Search Catalogue enter 'People Management Skills Program' and select *People Management Skills Program (PMSP): Cohort 6 Spring 2023 Enrolment*.
3. Click "Request Learning" and complete the approval request. To submit the request, click "Request Approval".
4. To complete your learning request, ensure your manager approves your participation before the registration period closes at **11.59pm, 21 August**.
5. Enrolment will be confirmed by **25 September 2023.**

CLASSROOM SELECTION

Cohort 6 workshops will be delivered from October to December 2023.

Enrol into one of the following streams based on your preference:

- High-Frequency means you will attend full-day workshops. 1 day per week for 3 weeks.
- Medium-Frequency means you will attend full-day workshops. 1 day per fortnight for 6 weeks.
- Low-Frequency means you will attend half-day workshops. Half-day once per week for 6 weeks.

Select only one Option under your preferred stream. All dates and times are fixed and must be attended as per the outlined schedule.

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